

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

### EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima Vice Chair

Tom Lund, Bernie Erickson

John Vander Leest, Andy Nicholson, Patrick Evans

### EXECUTIVE COMMITTEE

Monday, April 12, 2010

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of March 8, 2010.

### Comments from the Public

### Communications

1. Communication from Supervisor Theisen re: Request to establish a policy to allow for a closed meeting for any agenda item on the Committee Report to the County Board that allowed for a closed meeting at the committee. *Referred from March County Board.*
2. Communication from Supervisor Scray re: With fears of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe. *Referred from March County Board.*

### Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

### Reports

4. Internal Auditor Report.
  - a. Budget Status Financial Report for December 31, 2009 & February 28, 2010.
  - b. Chapter 2 of County Code – Proposed Updates.
  - c. Request to Exercise two-year Contract Renewal for 2010 and 2011 External Audit.
  - d. Other.
5. County Executive Report.
  - a. Budget Status Financial Report for February 28, 2010.
6. Labor Negotiator Report.
7. Board Attorney Report.

**Standing Item**

8. Review Brown County requirements of ID when applying for any Social Services from the County. *Referred to April meeting.*

**Other**

9. Discussion re: Agenda Deadlines and Possible Action if Items not received on time. *Held for a month.*
10. Discussion and Possible Action re: Resolution for Intergovernmental Agreement between Village of Ashwaubenon and Brown County.

**Request to Fill Positions**

11. Electrician - Airport.
12. Secretary – County Board.
13. Assistant Superintendent – Highway.
14. Economic Support Specialist – Human Services.
15. Nurse Manager (House) – Human Services/CTC.
16. Nurse Manager (Nursing Home) – Human Services/CTC.
17. Social Worker/Case Manager (Access Worker) – Human Services.

**Resolution, Ordinances**

18. Resolution re: Approving Buyer's Agency Representation Agreement for Acquisition of Real Estate for Brown County Sheriff's Department Operations.
19. Resolution re: the Reclassification of the Director of Administration Position.
20. Resolution to Approve Hiring "Bond Counsel".
21. Initial Resolutions Authorizing the Issuance of not to Exceed \$21,265,000 Corporate Purpose General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times. *Referred from Administration, Planning, Development & Transportation and Public Safety Committees.*

**Other**

22. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## **PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 8, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Pat Evans, Bernie Erickson, Tom Lund, Andy Nicholson, Mary Scray, John VanderLeest, Guy Zima  
**Also Present:** Tom Hinz, Jayme Sellen, Fred Mohr, Debbie Klarkowski, Don VanderKelen, Bob Heimann, Terry Watermolen, Lynn Stainbrook  
Supervisor Pat Moynihan

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I. **Call Meeting to Order:**

The meeting was called to order Chair Mary Scray at 6:04 p.m.

II. **Approve/Modify Agenda:**

**Motion made by Supervisor Lund and seconded by Supervisor Zima to approve the agenda. MOTION APPROVED UNANIMOUSLY**

III. **Approve/Modify Minutes of February 8, 2010:**

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve the minutes. MOTION APPROVED UNANIMOUSLY**

**Comments from the Public/Such Other Matters as Authorized by Law:**

**Communications:**

1. **Communication from Supervisor Fewell and Supervisor Clancy: Requesting an April 6, 2010 Advisory Referendum on purchasing the S&L Auto Dealership Building for the Sheriff's Department and additional space for the Highway Department. (Referred from February County Board):**

On behalf of Supervisor Fewell who could not attend the meeting, Supervisor Erickson requested this item be held for 30 days. Supervisor Lund, however, asked that the item be received as there is not enough time to have an advisory referendum on the April 6 voter's ballot. Chair Scray indicated she would include it on the April agenda for comments by Supervisor Fewell.

**Motion made by Supervisor Evans and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*(Supervisor Nicholson arrived 6:07 p.m.)*

2. **Communication from Supervisor Johnson re: Request for two representatives on the Brown County Transportation Coordinating Committee: (Referred from February County Board):**

Jayne Sellen explained that this appointment will be made by the County Executive.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to refer to the County Executive's office.  
MOTION APPROVED UNANIMOUSLY**

*(Supervisor VanderLeest arrived 6:09 p.m.)*

**Legal Bills:**

3. **Review and Possible Action on Legal Bills to be paid:**  
Supervisor Zima pointed out that the present format which crosses off numbers is confusing. A request was made to change the format in the future so that there is better clarity.

**Motion made by Supervisor Zima and seconded by Supervisor Lund to approve payment of legal bills with a request that a different reporting format be developed. MOTION APPROVED UNANIMOUSLY**

**Reports:**

4. **Internal Auditor Report:**  
No Report
5. **County Executive Report:**  
No Report
6. **Labor Negotiator Report:**  
Report in Closed Session
7. **Board Attorney Report:**
  - a. **Report on Stadium Tax:**

Attorney Fred Mohr explained that statutes provide for the present .5% stadium tax to end at the time that one of two things happen. The first is that under the unset law 28 years pass, with the second being that the Stadium Board makes a certification to the Department of Revenue that the bonds have been paid and the maintenance fund is fully funded. Mohr explained that the original amount in the maintenance fund was \$3.4 million, increasing by 3% per year for employee salaries, and 2% for other expenses. The prediction is that the tax for bonding and funding the maintenance fund will end in approximately four years.

If there is any interest in extending the sales tax, Mohr stated it cannot be adopted or implemented until the city tax is done, however, an ordinance would enact an extension. Supervisor VanderLeest indicated for the record he would not support an extension of the tax.

Discussion of how the money in the maintenance fund is spent resulted in Supervisor Zima directing Attorney Mohr to review six months of bills and report back to committee.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to the Brown County Board of Supervisors.  
MOTION APPROVED UNANIMOUSLY**

**b. Discussion and Possible Action re: County Meal Reimbursement  
(Referred back to Committee as per February County Board):**

This item was referred back to committee by the County Board. Supervisor Lund indicated that the committee had set meal reimbursement/contribution for County employees at \$8 for breakfast, \$10 for lunch, and \$15 for dinner, not to exceed \$33/day. Supervisor Zima, however, noted that some supervisors were of the opinion that if the employee did not spend the \$10 for lunch, it could go toward the evening meal. The consensus of the committee was to keep the standards that were set, noting that receipts are required for reimbursement.

**Motion made by Supervisor Lund and seconded by Supervisor Zima that meal reimbursement for County employees be set at \$8 for breakfast, \$10 for lunch, and \$15 for dinner, not to exceed \$33/day and that receipts be provided. MOTION APPROVED UNANIMOUSLY**

**c. Discussion regarding Modification to Section 2.03 (3)(e)  
(Referred from January meeting):**

This item, originally from Supervisor Julie Knier, relates to Section 2.03(3)(e) of the ordinance which requires any consulting or attorney contracts to come before committee and the Board before approval. Supervisor Knier expressed concern that in an emergency situation this might not be possible. Attorney Mohr indicated there are emergency procedures in place and anything beyond that would be a rare occurrence.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to receive and place on file.  
MOTION APPROVED UNANIMOUSLY**

**Standing Item:**

**8. Review Brown County requirements of ID when applying for any Social Services from the County:**

Chair Scray indicated that this is an ongoing process. Meetings have been held and another scheduled. She will continue to keep the item on the agenda.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to April meeting. MOTION APPROVED UNANIMOUSLY**

**Other:**

9. **Discussion re: Agenda deadlines and Possible Action if items not received on time:**

The County Board office has expressed issues with response from department heads and others regarding receipt of agenda items in a timely fashion. Supervisor Moynihan suggested that the Chairman of the committee sign the agenda so that he is aware of everything on it ahead of time. Further discussion resulted in the recommendation that a uniform format be set for all committee chairs. Erickson indicated he approves his committee agenda with the Board Secretary by phone and has not encountered any problems. Because of new committee setup after the April election, it was suggested that further discussion be held until after May.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Evans to hold discussion until after the May meeting because of April election and the appointment of a new committee.**

**MOTION APPROVED UNANIMOUSLY**

**Request to Fill Positions:**

**Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to suspend the rules and approve 10, 11, and 11a together.**

**Request by Supervisor Zima for "Privilege" and a request to consider each separately.**

10. **Request to Fill Vacancy: Account Clerk I/Budget Counselor – Human Services:**

Debbie Klarkowski explained that as of 2/16/2010 the full-time Account Clerk I Budget Counselor position was moved to Long Term Disability status. Based on the 1901 MHC contract, the position can be filled when a team member moves into this status. In order to maintain quality and needed services for the 125 consumers on the case load, Klarkowski stated it is critical to fill the position. At this time there are approximately 20 consumers on a waiting list.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Evans to approve. MOTION APPROVED UNANIMOUSLY**

11. **Request to Fill Vacancy: Purchasing Manager – Administration:**

Because of the resignation of Kurt Hogarty effective 2/19/2010, Ms. Klarkowski stated it is critical to fill the Purchasing Manager position to meet County needs. She highlighted the duties of the position, specifically RFP's issued or in progress, County assignments to save money and streamline operations, system implementation etc.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

**11a. Notice to Fill Facilities Manager at the Library:**

Library Director, Lynn Stainbrook, explained that the Library has been without a Facilities Manager since October of 2009. The Maintenance Mechanic has been operating in an interim capacity, attempting to do both his job and the manager's as well. She added that as the Library moves forward with various projects, a staff member with expertise and resources is needed. The Library Board has reviewed the position and its relationship to the hiring freeze and has approved filling the position. (Information attached)

**Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

Supervisor Lund expressed frustration with these requests because of a supposed County hiring freeze. Chairman Scray noted that the requests do fit the policy that the Board set for the hiring freeze, i.e., that requests first go through HR for review to determine need, then on to committee. Lund asked for a monthly report of frozen positions. County Executive Hinz explained that the procedures that are in place require department heads and managers to provide justification which has actually improved the process.

**Resolutions to Consider:**

**12. Oppose Legislation Allowing Counties to Prohibit Name Searches to the General Public:**

Ms. Sellen explained that this legislation has no impact on Brown County as the County already prohibits name searches to the general public.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**13. Oppose Legislation Requiring Custody Study Reports Prior to Hearing:**

County Executive Assistant, Jayme Sellen, stated it appears this bill has not yet been introduced.

**Motion made by Supervisor Lund and seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Resolutions/Ordinances:**

**14. Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal". *Motion at Public Safety: To hold until next month:***

It was confirmed that the document included in packet material is the most current.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

15. **Resolution re: Change in Table of Organization department of Administration/Information Services re: Programmer/Analyst II:**

This resolution will change the Table of Organization as it relates to the Programmer/Analyst II position presently in the Department of Administration, moving it under the Department of Information Services

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

16. **Resolution re: The Reclassification of the Director of Public Safety Communications Position:**

After a review of other comparable public safety centers, a recommendation was made that the salary range for the position of Director of Public Safety Communications be reclassified to Pay Grade 28, with a salary range of \$78,899 to \$93,978.

**Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

**Closed Session:**

17. **A closed session under Sec 19.85 (1)(e), Wis. Stats., to deliberate bargaining strategies regarding represented County employees:**

**Motion made by Supervisor Erickson and seconded by Supervisor Lund to enter into closed session. Roll Call: All Present  
MOTION APPROVED UNANIMOUSLY**

*(Recording Secretary excused 7:20 p.m.)*

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to return to regular order of business. Roll Call: Ayes: 6 (Scray, Zima, Lund, Vander Leest, Erickson, Evans); Nay: 1 (Nicholson). MOTION APPROVED**

**Other:**

18. **Such Other Matters as Authorized by Law:**

**Motion made by Supervisor Erickson and seconded by Supervisor Nicholson to adjourn at 8:05 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary





In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

**RECEIVED**

MAR 02 2010

Human Resources

BROWN COUNTY  
C/O DEBBIE KLARKOWSKI  
PO BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
February 28, 2010  
Account No: 2646M

*OK*

*OK*

Corporation Counsel

\$

~~0~~

~~\$2,384.03~~

Miscellaneous

351.00

~~\$468.00~~

Hobart Suit

78.00

~~\$619.00~~

Corp. Counsel

\$429.00

~~\$3,471.03~~

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY  
C/O DEBBIE KLARKOWSKI  
PO BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
February 28, 2010  
Account No: 2646-0M  
Statement No: 4599

---

Corporation Counsel

Previous Balance

~~\$2,384.03~~

Balance Due

~~\$2,384.03~~

Account No: 2646-5M  
Statement No: 4599

Miscellaneous

Previous Balance

~~\$195.00~~

Preparation for Appeal  
Attendance at Appeal

Hours	
0.50	97.50
1.30	253.50

For Current Services Rendered

1.80	351.00
------	--------

Total Current Work

351.00

02/05/10 Less Payment Received

-78.00

Balance Due

~~\$468.00~~

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY

Hobart Suit

Page: 2

February 28, 2010

Account No: 2646-6M

Statement No: 4599

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Previous Balance		<del>\$2,228.50</del>
	Hours	
Attention to Letter from Attorney Yde	0.20	39.00
Letter to Attorney Luetscher	0.20	39.00
		<hr/>
For Current Services Rendered	0.40	78.00
Total Current Work		<u>78.00</u>
02/05/10 Less Payment Received		-1,687.50
Balance Due		<del>\$619.00</del>
		<hr/>
Total Balance Due		<del>\$3,471.03</del>
		<hr/>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

**RECEIVED**

MAR 03 2010

Human Resources

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
February 28, 2010  
Account No: 2647M

*Handwritten initials: FR*

	<u>Current Work</u>	
Prisoner Transport	<del>0</del>	\$0.00
1901E	<del>0</del>	<del>\$175.50</del>
Sheriff's Dept. (Adams/Lantagne)	<del>0</del>	<del>\$1,345.50</del>
Teamsters	117.00	<del>\$507.00</del>
Electricians	<del>0</del>	<del>\$1,267.50</del>
Library	195.00	<del>\$643.50</del>
Telecommunicators	<del>0</del>	<del>\$2,988.00</del>
Medical Examiners	<del>0</del>	<del>\$1,170.00</del>
	<u>\$ 312.00</u>	<u><del>\$8,097.00</del></u>

*HR*

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES  
C/O KAY LENZEN  
305 EAST WALNUT STREET  
GREEN BAY WI 54301

Page: 1  
February 28, 2010  
Account No: 2647-1M  
Statement No: 4600

Prisoner Transport

Previous Balance

~~\$117.00~~

02/05/10 Less Payment Received

-117.00

Balance Due

\$0.00

Account No: 2647-2M  
Statement No: 4600

1901E

Previous Balance

~~\$175.50~~

Balance Due

~~\$175.50~~

Account No: 2647-4M  
Statement No: 4600

Sheriff's Dept. (Adams/Lantagne)

Previous Balance

~~\$1,462.50~~

02/05/10 Less Payment Received

-117.00

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept. (Adams/Lantagne)

Page: 2

February 28, 2010

Account No: 2647-4M

Statement No: 4600

Balance Due

~~\$1,345.50~~

Account No: 2647-5M

Statement No: 4600

Teamsters

Previous Balance

~~\$760.50~~

Attention to Letter from Kirchman

Hours

0.20 39.00

Attention to Letter from WERC

0.20 39.00

Letter to Debbie

0.20 39.00

For Current Services Rendered

0.60 117.00

Total Current Work

117.00

02/05/10 Less Payment Received

-370.50

Balance Due

~~\$507.00~~

Account No: 2647-6M

Statement No: 4600

Electricians

Previous Balance

~~\$1,267.50~~

In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Electricians

Page: 3

February 28, 2010

Account No: 2647-6M

Statement No: 4600

Balance Due

~~\$1,267.50~~

Account No: 2647-7M  
Statement No: 4600

Library

Previous Balance

~~\$448.50~~

	Hours	
Telephone Conference with Etten	0.20	39.00
Letter to Debbie	0.20	39.00
Letter to Stainbrook	0.20	39.00
Attention to Letter from Lynn	0.20	39.00
Letter to Etten	0.20	39.00
For Current Services Rendered	1.00	195.00

Total Current Work

195.00

Balance Due

~~\$643.50~~

Account No: 2647-8M  
Statement No: 4600

Telecommunicators

Previous Balance

~~\$2,988.00~~



In Account With

**FREDERICK J. MOHR** LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 4

February 28, 2010

Account No: 2647-8M

Statement No: 4600

Balance Due

~~\$2,988.00~~

Account No: 2647-9M

Statement No: 4600

Medical Examiners

Previous Balance

~~\$1,209.00~~

02/05/10 Less Payment Received

-39.00

Balance Due

~~\$1,170.00~~

Total Balance Due

~~\$8,097.00~~

~~\$312.00~~

Interest accrues at the rate of 1% per month on all balances over 30 days.

## IN ACCOUNT WITH

**MICHAEL BEST**

&amp; FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

March 11, 2010  
Invoice No. 1098539

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1098539

For Professional services rendered through February 28, 2010, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

2/5/10	C Smith	Telephone conference with DACrass regarding settlement strategy and communications regarding same to insurers.	0.20	\$64.00
2/11/10	C Smith	Correspondence to Mr. Beacham and Attorney Skardon regarding status update and settlement proposal.	0.70	\$224.00
2/12/10	D Crass	Receive, review and revise draft update correspondence to carrier representatives prepared by CESmith; exchange email communication with CESmith regarding same.	0.50	\$212.50
2/12/10	C Smith	Revise correspondence to Attorney Skardon and Mr. Beacham regarding update and request for settlement authority; emails to/from DACrass regarding same.	0.50	\$160.00
2/22/10	C Smith	Email from CNA regarding settlement.	0.10	\$32.00
2/23/10	C Smith	Review CNA payment received; email to Attorney Skardon regarding same.	0.10	\$32.00

Total Hours 2.10

Total Services \$724.50

## Disbursements:

Photocopying 1.80

Disbursements Total \$1.80**MICHAEL BEST**

&amp; FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

March 11, 2010

Invoice No. 1098539

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**Total This Matter \$726.30**

Balance from previous statement \$961.39

Payments received 0.00

Current Balance \$1,687.69

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

March 11, 2010

Invoice No. 1098539

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
C Smith	Partner	1.6	\$320.00	\$512.00
D Crass	Partner	0.5	\$425.00	\$212.50
<b>Totals</b>		<b>2.10</b>		<b>\$724.50</b>

**MICHAEL BEST**

& FRIEDRICH LLP

# IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

March 11, 2010  
Invoice No. 1098540

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1098540

For Professional services rendered through February 28, 2010, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

2/1/10	D Crass	Office conference with AJWildeman regarding assignment to prepare draft status response following inquiry.	0.20	\$85.00
2/1/10	A Wildeman	Conference with DACrass regarding communications with CNA regarding Brown County and the Fox River case; begin reviewing correspondence regarding same.	0.20	\$38.00
2/2/10	A Wildeman	Continue reviewing Brown County computer directory and file for correspondence and pleadings; draft summary of same in letter format to Brown County's insurers as an update to the status of settlement negotiations and litigation; provide same to DACrass and IAPitz for review.	4.80	\$912.00
2/2/10	I Pitz	Read filings regarding request for entry of judgment.	0.80	\$300.00
2/4/10	D Crass	Review draft correspondence regarding status of litigation prepared by CESmith; provide input on status of settlement with government for use by CESmith.	0.50	\$212.50
2/5/10	D Crass	Place telephone call to counsel for City of Green Bay; review CD papers on De Pere's di minimus settlement; office conferences with IAPitz regarding options for proceeding with respect to potential settlement.	1.50	\$637.50
2/10/10	I Pitz	Review order from court regarding refusal to enter final judgment; reread summary judgment decision; begin research for Brown County summary judgment motion.	2.20	\$825.00
2/11/10	D Crass	Review order on motion for judgment; consider strategic issues in light of dispositive motion deadline in April regarding same; office conference with IAPitz regarding dispositive motion and need to file same; exchange voicemail messages with Attorney Warpinski.	1.20	\$510.00
2/11/10	I Pitz	Discussion with DACrass regarding preparation of summary judgment motion for Brown County; begin preparation of motion and supporting affidavit.	4.50	\$1,687.50

**MICHAEL BEST**

& FRIEDRICH LLP

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

March 11, 2010

Invoice No. 1098540

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

2/12/10	I Pitz	Review and comment on letter to insurers regarding current status.	0.40	\$150.00
2/16/10	I Pitz	Review proposed stipulation to extend the Government's filing deadlines; discussion with DACrass regarding same; telephone conference with Green Bay attorneys regarding same.	0.80	\$300.00
2/22/10	I Pitz	Telephone conference with Attorney Warpinski regarding Green Bay's response to the Government's requested stipulation and our clients' intent to file short summary judgment motions; continue to work on Brown County's summary judgment motion.	5.40	\$2,025.00
2/26/10	D Crass	Review and respond to email communication regarding stipulation sought from U.S. Department of Justice, including email communication with Assistant Attorney General Stone and IAPitz.	0.50	\$212.50
2/26/10	I Pitz	Telephone conferences with DACrass regarding stipulation; telephone conference with client regarding same; transmit stipulation.	1.40	\$525.00

Total Hours 24.40

Total Services \$8,420.00

**MICHAEL BEST**

& FRIEDRICH LLP

3

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One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

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March 11, 2010  
Invoice No. 1098540

**Matter:**            **018236-0044**            **API and NCR v. George A. Whiting, et al.**

<b>Total This Matter</b>	<b>\$8,420.00</b>
Balance from previous statement	\$5,063.50
Payments received	(2,345.38)
Current Balance	<u>\$11,138.12</u>



IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

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March 11, 2010

Invoice No. 1098540

**Matter:**           **018236-0044**           **API and NCR v. George A. Whiting, et al.**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
A Wildeman	Associate	5	\$190.00	\$950.00
D Crass	Partner	3.9	\$425.00	\$1,657.50
I Pitz	Partner	15.5	\$375.00	\$5,812.50
<b>Totals</b>		<b>24.40</b>		<b>\$8,420.00</b>

**MICHAEL BEST**

& FRIEDRICH LLP



Brown County  
Board of Supervisors  
Budget Status Report

12/31/2009

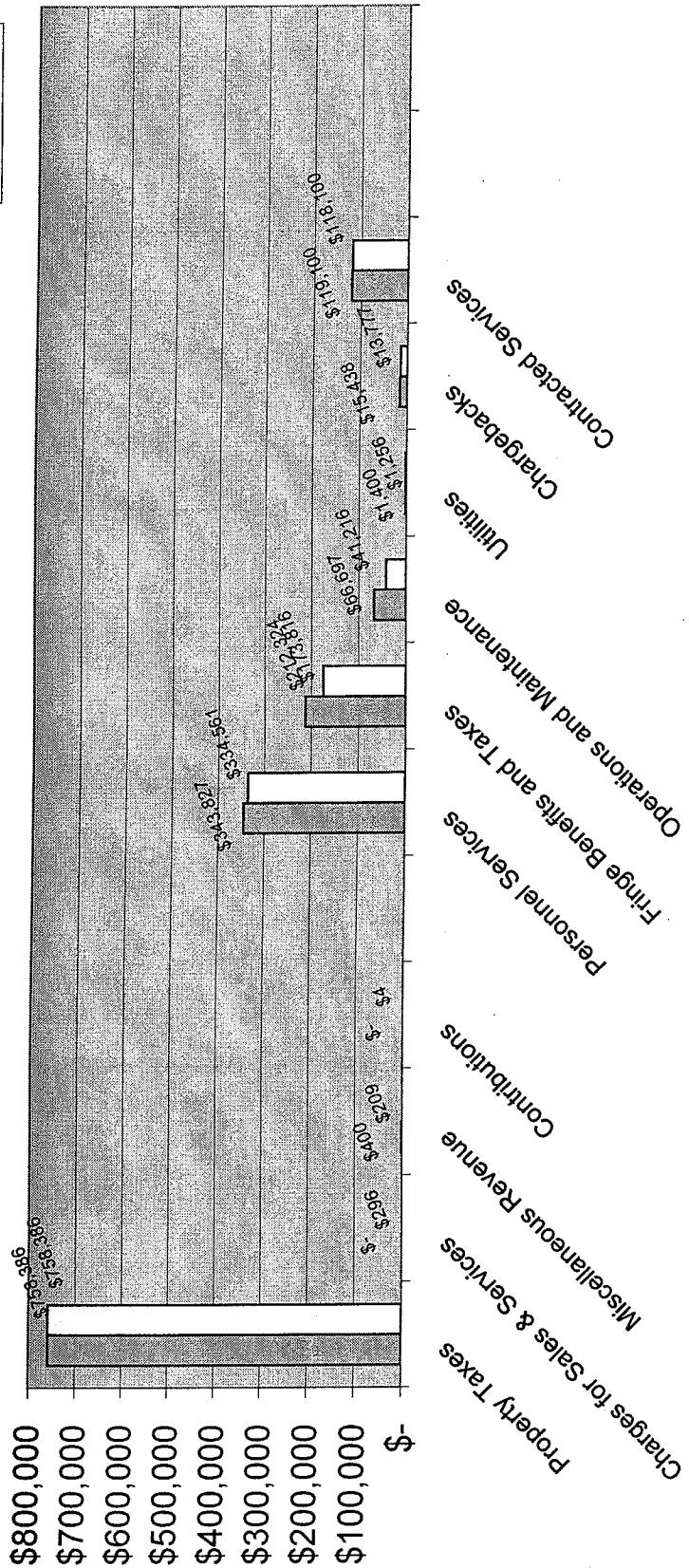
	Annual Budget	YTD Actual
Property Taxes	\$ 758,386	\$ 758,386
Charges for Sales & Services	\$ -	\$ 296
Miscellaneous Revenue	\$ 400	\$ 209
Contributions	\$ -	\$ 4
Personnel Services	\$ 343,827	\$ 334,561
Fringe Benefits and Taxes	\$ 212,324	\$ 173,816
Operations and Maintenance	\$ 66,697	\$ 41,216
Utilities	\$ 1,400	\$ 1,256
Chargebacks	\$ 15,438	\$ 13,777
Contracted Services	\$ 119,100	\$ 118,100

**Highlights:**

Savings have been experienced in Operations and Maintenance due to reductions in Printing and Postage.

## Board of Supervisors - December 31, 2009

■ Annual Budget  
□ YTD Actual



## December 2009 Budget Report - County Board

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
<b>Revenues</b>									
PTX - Property taxes	758,386.00	0.00	758,386.00	63,197.00	0.00	758,386.00	0.00	100%	731,452.00
CSS - Charges for sales and services	0.00	0.00	0.00	46.30	0.00	295.78	(295.78)	+++	0.00
MRV - Miscellaneous revenue	400.00	0.00	400.00	0.00	0.00	209.00	191.00	52%	199.55
CTB - Contributions	0.00	0.00	0.00	0.00	0.00	4.00	(4.00)	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	664.00
Revenue Totals:	\$758,786.00	\$0.00	\$758,786.00	\$63,243.30	\$0.00	\$758,894.78	(\$108.78)	100%	\$732,315.55
<b>Expenditures</b>									
PER - Personnel services	343,827.00	719.00	344,546.00	35,786.45	0.00	334,560.69	9,985.31	97%	338,534.15
FBT - Fringe benefits and taxes	212,324.00	184.00	212,508.00	19,961.70	0.00	173,815.89	38,692.11	82%	183,492.40
OPM - Operations and maintenance	66,697.00	0.00	66,697.00	1,394.37	0.00	41,216.29	25,480.71	62%	54,404.80
UTL - Utilities	1,400.00	0.00	1,400.00	207.28	0.00	1,255.65	144.35	90%	1,255.60
CHG - Chargebacks	15,438.00	0.00	15,438.00	1,423.07	0.00	13,777.26	1,660.74	89%	23,137.22
CON - Contracted services	119,100.00	0.00	119,100.00	10,500.00	0.00	118,100.00	1,000.00	99%	110,100.00
Expenditure Totals:	\$758,786.00	\$903.00	\$759,689.00	\$69,272.87	\$0.00	\$682,725.78	\$76,963.22	90%	\$710,924.17
Revenue Total:	\$758,786.00	\$0.00	\$758,786.00	\$63,243.30	\$0.00	\$758,894.78	(\$108.78)	100%	\$732,315.55
Expenditure Total:	\$758,786.00	\$903.00	\$759,689.00	\$69,272.87	\$0.00	\$682,725.78	\$76,963.22	90%	\$710,924.17
Fund: 100 Net Total	\$0.00	(\$903.00)	(\$903.00)	(\$6,029.57)	\$0.00	\$76,169.00	(\$77,072.00)		\$21,391.38
Revenue Grand Total:	\$758,786.00	\$0.00	\$758,786.00	\$63,243.30	\$0.00	\$758,894.78	(\$108.78)	100%	\$732,315.55
Expenditure Grand Total:	\$758,786.00	\$903.00	\$759,689.00	\$69,272.87	\$0.00	\$682,725.78	\$76,963.22	90%	\$710,924.17
Grand Total:	\$0.00	(\$903.00)	(\$903.00)	(\$6,029.57)	\$0.00	\$76,169.00	(\$77,072.00)		\$21,391.38

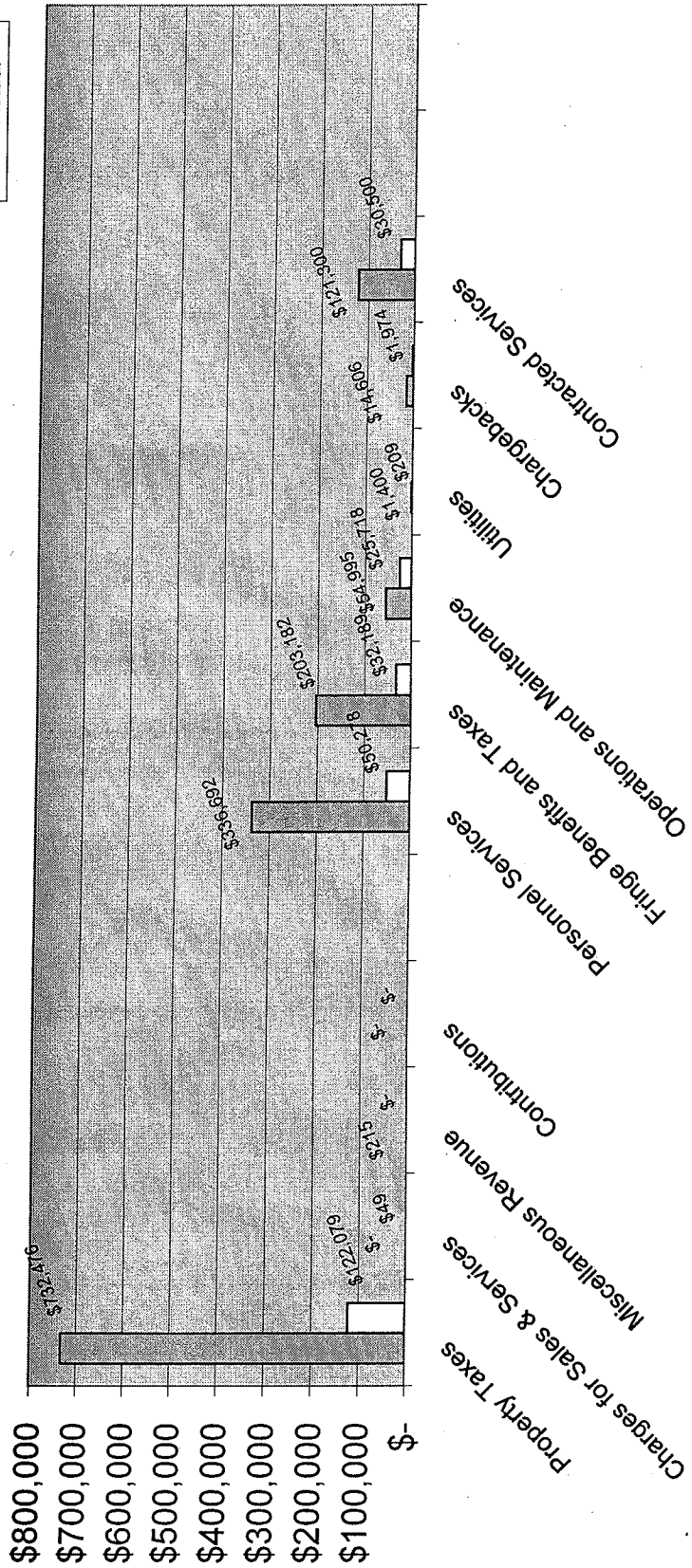
	Annual Budget	YTD Actual
Property Taxes	\$ 732,476	\$ 122,079
Charges for Sales & Services	\$ -	\$ 49
Miscellaneous Revenue	\$ 215	\$ -
Contributions	\$ -	\$ -
Personnel Services	\$ 336,692	\$ 50,278
Fringe Benefits and Taxes	\$ 203,182	\$ 32,189
Operations and Maintenance	\$ 54,995	\$ 25,718
Utilities	\$ 1,400	\$ 209
Chargebacks	\$ 14,606	\$ 1,974
Contracted Services	\$ 121,300	\$ 30,500

**Highlights:**

47% of the Operations and Maintenance budget has been used due to full payment of WCA and NACO dues and charges for new VoIP phones installed in the Board office in March.  
65% of the Contracted Services budget has been used due to partial payment of the 2009 external audit fees.

## Board of Supervisors - February 28, 2010

■ Annual Budget  
□ YTD Actual



# PRODUCTION \*Brown Co\* PRODUCTION

## February 2010 Budget Report - County Board

Summary

Classification Fund: 100	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
<b>Revenues</b>									
PTX - Property taxes	732,476.00	0.00	732,476.00	61,039.67	0.00	122,079.34	610,396.66	17%	126,398.00
CSS - Charges for sales and services	0.00	0.00	0.00	29.30	0.00	49.15	(49.15)	+++	0.00
MRV - Miscellaneous revenue	215.00	0.00	215.00	0.00	0.00	0.00	215.00	0%	204.00
CTB - Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$732,691.00	\$0.00	\$732,691.00	\$61,068.97	\$0.00	\$122,128.49	\$610,562.51	17%	\$126,602.00
<b>Expenditures</b>									
PER - Personnel services	336,692.00	0.00	336,692.00	25,848.39	0.00	50,278.08	286,413.92	15%	50,124.09
FBT - Fringe benefits and taxes	203,182.00	0.00	203,182.00	16,084.79	0.00	32,189.10	170,992.90	16%	29,326.69
OPM - Operations and maintenance	54,995.00	0.00	54,995.00	568.50	0.00	25,718.05	29,276.95	47%	25,681.43
UTL - Utilities	1,400.00	0.00	1,400.00	208.63	0.00	208.63	1,191.37	15%	108.52
CHG - Chargebacks	14,606.00	0.00	14,606.00	1,009.11	0.00	1,973.58	12,632.42	14%	2,229.63
CON - Contracted services	121,300.00	0.00	121,300.00	0.00	47,800.00	30,500.00	43,000.00	65%	40,100.00
Expenditure Totals:	\$732,175.00	\$0.00	\$732,175.00	\$43,719.42	\$47,800.00	\$140,867.44	\$543,507.56	26%	\$147,570.36
Revenue Total:	\$732,691.00	\$0.00	\$732,691.00	\$61,068.97	\$0.00	\$122,128.49	\$610,562.51	17%	\$126,602.00
Expenditure Total:	\$732,175.00	\$0.00	\$732,175.00	\$43,719.42	\$47,800.00	\$140,867.44	\$543,507.56	26%	\$147,570.36
Fund: 100 Net Total	\$516.00	\$0.00	\$516.00	\$17,349.55	(\$47,800.00)	(\$18,738.95)	\$67,054.95		(\$20,968.36)
Revenue Grand Total:	\$732,691.00	\$0.00	\$732,691.00	\$61,068.97	\$0.00	\$122,128.49	\$610,562.51	17%	\$126,602.00
Expenditure Grand Total:	\$732,175.00	\$0.00	\$732,175.00	\$43,719.42	\$47,800.00	\$140,867.44	\$543,507.56	26%	\$147,570.36
Grand Total:	\$516.00	\$0.00	\$516.00	\$17,349.55	(\$47,800.00)	(\$18,738.95)	\$67,054.95		(\$20,968.36)

4a

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET  
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4014 FAX (920) 448-6221

E-mail: perrizo\_sj@co.brown.wi.us

**SARA J. PERRIZO, CPA**  
**INTERNAL AUDITOR**

To: Brown County Executive Committee

From: Sara Perrizo, Internal Auditor *SJP*

Date: April 12, 2010

Re: Chapter 2 of County Code – proposed updates

It was recently brought to my attention that some of the terminology used in Chapter 2 of the Brown County Code of Ordinances is outdated. As a result, attached, please find proposed changes/updates to Chapter 2 of the Code.

If you have any questions, please feel free to contact me.

Thank you.



## CHAPTER 2

### COUNTY BOARD OF SUPERVISORS

**2.01 SUPERVISORY DISTRICTS.** The boundaries of the supervisory districts as heretofore established shall continue in effect.

**2.02 MEETINGS.** Meetings of the Brown County Board of Supervisors shall be held and conducted in accordance with the Wisconsin Statutes, Section 59.04. An organizational meeting shall be held on the third Tuesday of April in even numbered years at 9:30 a.m. Unless otherwise provided regular meetings shall be held on the third Wednesday of each month at ~~7:30~~ 7:00 p.m.

**2.03 ORGANIZATION, POLICY AND AUTHORITY OF THE BROWN COUNTY BOARD OF SUPERVISORS.** (1) Reprint of Section ~~59.025~~ 59.03 and ~~59.026~~ 59.04, and ~~59.031~~ 59.17(2)(a), Wis. Stats.: (a) ~~59.025~~ 59.03 Administrative Home Rule. Every county may exercise any organizational or administrative power, subject only to the constitution and any enactment of the legislature which is of statewide concern and which uniformly affects every county.

(b) ~~59.026~~ 59.04 Construction of Powers. For the purpose of giving to counties the largest measure of self-government in accordance with the spirit of the administrative home rule authority granted to counties in s. ~~59.025~~, 59.03 it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of counties to exercise any organizational or administrative power.

(c) ~~59.031~~ 59.17(2)(a) County Executive. The duties and powers of the County Executive shall be, without restriction because of enumeration, to: (a) Coordinate and direct by executive order or otherwise all administrative and management functions of the county government not otherwise vested by law in other elected officers.

(d) ~~59.031~~ 59.17(5) Message to the County Board; Submission of Annual Budget. The county executive shall annually and otherwise as may be necessary, communicate to the county board of supervisors the condition of the county, and shall recommend such matters to them for their consideration as he may deem expedient. Notwithstanding any other provisions of the law, he shall be responsible for the submission of the annual budget to the county board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(1) The County Executive shall submit the annual budget to the County Board on or before October 1<sup>st</sup> of each calendar year.

(e) ~~59.031~~ 59.17(6) County Executive to Approve or Veto Resolutions or Ordinances; Proceedings on Veto. Every resolution or ordinance passed by the county board shall, before it becomes effective, be presented to the county executive. If he approves, he shall sign it; if not, he shall return it with his objections, which objections shall be entered at

large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If after such reconsideration, two-thirds of the members-elect of the county board agree to pass the resolution or ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the county board shall be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the county board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to him, it shall become effective unless the county board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without his approval.

(2) Reprint of Section 65.90, Wisconsin Statutes: 65.90(5)(a) Except as provided in par. (b) the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in such budget, after any alterations therein made pursuant to the hearing required by this section, shall not be changed thereafter unless authorized by a vote of two-thirds of the entire membership of the governing body of such municipality except that in the case of city boards of education transfers may be authorized by a two-thirds vote of such boards for funds under their control. Any municipality, excepting towns and one-room school districts, which makes such changes shall publish a Class I notice thereof, under Ch. 985, within 10 days thereafter. Failure to give such notice shall preclude any changes in the proposed budget and alterations thereto made pursuant to sub. (4).

65.90(5)(b) A County Board may authorize its standing finance committee to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 percent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of paragraph (2) shall apply to all committee transfers from the contingent fund.

(3) (a) The governing body of Brown County shall be known as the "Brown County Board of Supervisors" or the "Brown County Board", hereinafter referred to as the Board or its members, "Supervisors".

(b) It is declared to be the legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law including the provisions of Home Rule as provided in Sec. ~~59.025~~ 59.03 and ~~59.026~~ 59.04 and as further defined by county resolution or ordinance.

(c) The County Board of Supervisors shall serve concurrent two-year terms expiring on the third Tuesday of April of the even numbered years.

(d) All contracts, leases and agreements for the County, other than those which are administrative in nature, must be approved by the County Board unless otherwise provided by Wisconsin law or these rules.

(e) All contracts for legal services or outside consulting services regardless of whether funds have been budgeted must be approved by the Brown County Board.

**2.04 OFFICERS, SELECTION AND AUTHORITY.** (1)(a) At the first meeting after each supervisory election, the Board shall elect by ballot a member Chair and Vice-Chair.

(b) The election of the Chair shall be conducted by the senior member of the Board.

(c) Names of candidates shall be placed in nomination by motion made and seconded from the floor. Nomination shall be made for one office at a time.

(d) A candidate shall be elected by a majority of the Board casting a secret written ballot for him or her.

(e) The County Board staff shall provide the County Board with ballots of uniform size and color upon which the members shall vote by writing the name of the person or persons to be voted upon.

(f) The Board Chair may appoint two members of the Board as tellers to canvass the vote.

(g) The ballots shall be retained as a permanent record of the Board.

(2) Powers and Duties of the Chair. The Chair:

(a) After the his/her election, shall appoint the standing committees for a term of two years and report the appointments to the Board no later than the next regular meeting of the Board.

(b) Shall fill by appointment any vacancy on a standing committee for the balance of the term.

(c) Shall appoint each supervisor to at least one standing committee.

(d) Shall, unless otherwise ordered, appoint special committees provided for by resolution designating the number and object.

(e) Shall preside at all meetings of the County Board when present.

(f) Shall refer all requests and communications not specifically addressed to any committee or official of the county to the appropriate committee or official.

(g) Shall be entitled to vote on all questions before the Board.

(h) May administer oaths to persons required to be sworn concerning any matter submitted to the Board or a committee thereof or connected with their powers or duties.

(i) Shall countersign all ordinances of the County Board.



(j) Shall determine the appropriate committee for review of all resolutions or ordinances, prior to action being taken on the measure by the entire County Board. The above would not apply in an emergency situation or where time does not permit committee review in advance, at the discretion of the Chairman, subject to an appeal by the County Board.

(k) May excuse members, and the excuse shall be entered in the proceedings of the County Board.

(l) Shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

(m) Shall represent the county at all ceremonial events or functions to present county positions or programs at his or her discretion.

(n) Shall appoint a member to the Land Conservation Committee in accordance with Sec. 92.06(1)(b) 2., Wis. Stats.

(3) Duties of the Vice-Chair. The Vice-Chair:

(a) Shall assume all duties of the Chair in the event of absence, disability or incapacity of the Chair.

(b) Shall chair the Executive Committee.

(c) Shall preside at Board of Supervisors meetings in the event of absence of the Chair.

(d) Shall lead the invocation and pledge of allegiance at the County Board meetings.

(e) Except for organizational meetings, shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

**2.05 COMMITTEES OF THE COUNTY BOARD.** (1) The purpose of this Rule is to define the structure, purposes and duties of the County Board Committee system. All matters pertaining to committee organization and membership and responsibilities shall be construed in favor of the declared will of the County Board in these Rules, consistent with the intent of Section 59.025 59.03 and 59.026 59.04, Wisconsin Statutes. (County Organization)

(2) Each Committee of the County Board shall have policy oversight authority for all programs and activities of Departments, Offices, Boards, Commissions and Authorities under their respective oversight authority.

(3) A Committee, Board, Council or Authority requesting County Board consideration on any issue shall refer the request to its standing committee of policy oversight authority for consideration and referral to the County Board as deemed appropriate.

(4) A majority of any committee shall constitute a quorum for the transaction of business.

(5) Except as provided in these Rules, the County Board will not act on any proposal brought it unless a standing committee has considered and acted upon said proposal and is submitted in proper resolution or ordinance format.

(6) All items considered at any meeting of any standing committee shall be forwarded to the County Board in report form for consideration and inclusion on the County Board agenda under the title "Reports". Such report will be drafted by the County Board staff and will include the title of each item on the agenda (other than procedural items such as call to order, adoption of agenda, adjournment, etc.) and final action taken. The County Board shall have final approval authority over all items contained in each committee report.

(7) Each standing committee shall have no fewer than five members as designated by the County Board Chair.

(8) Standing Committees may establish subcommittees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair.

(9) Subcommittees established under (8) above shall have no official standing and shall report only to the standing committee which established it, unless the standing committee provides otherwise.

(10) Standing Committees shall act on all requests from departments, offices, committees, commissions and authorities over which they have policy oversight authority and to create new positions and forward a recommendation directly to the County Board including a job description of each position to be considered. Unless otherwise provided, the standing committee shall, at his/her discretion, appoint members from the standing committee to any office, committee, commission, or authority whose membership requires a representative from that standing committee. Any requests for newly created positions as described as follows, or changes to existing positions in the Table of Organization from departments and offices, will require review by the appropriate Standing Committee and approval of the County Board in the form of a resolution and such changes will not be considered for inclusion in the annual budget unless approved at or prior to the annual budget meeting: newly created regular full-time positions; newly created regular part-time positions; regular part-time positions that are increased to regular full-time positions.

(11) A standing committee acting as the policy oversight committee for a county department or agency shall have the following duties:

(a) Monitor the expenditure of county funds committed to the department or agency in terms of its stated goals and objectives.

(b) Formulate policy for the department or agency and monitor compliance with that policy.

(c) Have referred to it and act on all resolutions and ordinances affecting any department or agency it oversees.

(12) A standing committee acting as a policy oversight committee for a county-created commission, board or agency, a county elective officer or an independent agency shall have the following duties:

(a) At least annually, review the expenditure of county funds committed to the committee, board, agency or office in terms of the stated goals and objectives sought to be accomplished.

(b) Evaluate the policies of the committee, board, agency or office for compliance with overall policies of the county and make recommendations for changes thereto to the committee, board, agency or office.

(c) Have referred to it for review all resolutions and ordinances affecting any county-created committee, board, agency or office for which it has policy oversight functions, as well as introduce such resolutions and ordinances when it sees fit.

(13) The standing committees of the Brown County Board shall be:

- (a) The Administration Committee.
- (b) The Planning, Development and Transportation Committee.
- (c) The Public Safety Committee.
- (d) The Human Services Committee.
- (e) The Education and Recreation Committee.
- (f) The Executive Committee.

(14) Each standing committee's recommendations within its area of policy oversight shall be forwarded from the committee to the County Board, without review by any other standing committee, except as provided in these rules. Those items, matters, and/or recommendations which have been indefinitely or permanently tabled at the standing committee level may be removed from the table and taken up by any County Supervisor. Any County Supervisor should have the opportunity to raise any issue or tabled item from Committee actions for full County Board discussion when adequate public notice is given that this item will be on the Board agenda.

(15) Each committee shall review and approve any application for a new loan before any county entity applies for such a loan. Each committee shall also receive subsequent notification of any grant funding applied for outside of the budget process.

(16) Each standing committee shall act as the policy oversight committee on all policy matters relating to budget review, bond-related issues, building maintenance, space needs, leasing, rentals, purchase or sale of real estate and the construction, improvement, repair or maintenance of county buildings and grounds for departments for which the committee has policy oversight authority. Standing Committee policy decisions related to the purchase, sale, leasing or rental of real estate and real estate development issues shall be referred to the Executive Committee for review.

(17) Review of policy matters relating to bond related issues shall be referred from the Administration Committee to the Executive Committee.

**2.06 ADMINISTRATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

County Clerk  
Corporation Counsel  
County Treasurer  
~~Data Processing~~ Information Services  
~~Finance~~ Department of Administration  
~~Maintenance Dept.~~ Facility Management  
~~Personnel~~ Human Resources  
Child Support Agency

(2) Act as the policy oversight committee for the ~~Affirmative Action Committee, Housing Authority and the Equal Opportunities in Housing Commission.~~

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review policy matters relating to banks, bonds, the collection of delinquent taxes and the acquisition and sale of tax deeded properties and to make reports to the County Board.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(6) Collect, collate and disseminate information from all standing committees during their annual budget review process, with the help of the ~~Finance~~ Department of Administration.

(7) Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full Board on a compensation package for that office.

(8) Prior to November 1 of off numbered years, consider and make recommendations to the full Board on a compensation package for the County Board Supervisors to be elected at the succeeding spring election.

(9) Consider and make recommendations to the County Board on matters relating to County finances including resolutions for fund transfers, contracts, and land acquisition and real estate transactions which are not otherwise committed to a different standing committee.

(10) Engage the services of architects or engineers for making surveys and estimates of proposed work as directed by the County Board. It is the intent of this provision that, within funds budgeted to the County Board, the Committee can order architect and/or

engineer services for advice prior to the time it must authorize funding for capital improvements so that the Committee and County Board can inform itself about these proposed projects.

(11) To act as a finance committee and exercise the following responsibilities as such:

(a) Committee of jurisdiction for any matters relating to finances, taxes, insurance, tax titles, licenses, claims, bonds and any other related items.

(b) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption. After adoption of the annual budget, the Committee shall have authority to make budgetary alterations as permitted by Section 65.90 (5)(b), Wis. Stats., provided they do not exceed 10% of the overall budget for that department.

(c) Recommend to the County Board all requests for transfers of funds from the General Fund.

(d) Approve all insurance policies including health, dental, life, worker's compensation, fire and liability.

(e) Examine all invoices filed against the County by each department responsible to the Administration Committee and other invoices not examined by any other committee, board or commission and report to the County Board at each meeting.

(f) Examine all claims filed against the County except dog damage claims and recommend their allowance or disallowance.

(g) Shall give prior approval on all grants pursuant to Section 3.12 of the Brown County Code.

(h) Approve all requests for transfer of monies from the Contingent Fund.

(i) Recommend to the County Board all requests for establishing petty cash funds.

**2.07 PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the following Departments:

County Planning and Land Services  
Land Conservation Department  
Register of Deeds  
Solid Waste  
Surveyor  
Zoning  
U.W. Extension  
Highway Department  
Airport

## Port and Solid Waste

(2) Act as the policy oversight committee for the Land Information Office, ~~Brown County Legal Drain Board~~, Board of Adjustment, Plan Commission, Bay Lakes Regional Plan Commission, the County Solid Waste Authority, the Green Bay Metropolitan Sewerage District Commission, ~~the Condemnation Commission~~, Brown County Harbor Commission and the ~~Northeastern Wisconsin Railroad Transportation Commission~~.

(3) Act as the Brown County Highway Committee pursuant to Section 85.015, Wis. Stats. It is hereby declared to be the policy of Brown County that the number of members of the County Highway Committee shall be no fewer than 5, and the membership shall be the same as the membership for the Planning and Development Committee, and the members shall be appointed in the same manner and for the same term as the members of the Planning and Development Committee. Vacancies on the Highway Committee shall be filled in the same manner as vacancies on the Planning and Development Committee.

(4) Act as the Land Conservation Committee in accordance with Chapter 92, Wis. Stats.

(5) Act as the Brown County Extension Education Committee in accordance with Section 59.87, Wis. Stats.

(6) Advise the County Board on all matters relating to the conservation of natural and environmental resources in Brown County; and confer and cooperate with any other agency interested in environmental quality and conservation.

(7) Report to the County Board regarding all proposed cemetery maps and plats in accordance with s. 157.07, Wis. Stats.

(8) Coordinate all policy matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.

(9) Review dog claims under chapter 174, Wis. Stats., and on behalf of the County, approve, approve in part, or deny such claims according to the standards set forth in the statutes except that approved claims over the amount of \$1,500 shall be brought to the full Board before payment.

(9) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(10) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(11) Act as committee for the review of: (1) contracts with the United States government or any agency thereof, (b) contracts with the State of Wisconsin or any agency thereof.

**2.08 PUBLIC SAFETY COMMITTEE.** The Committee shall have the duty and responsibility to:

3/4/10

Updated October 2009

- (1) Act as the policy oversight committee for the following departments:

Clerk of Courts  
Circuit Courts  
Medical Examiner  
District Attorney  
Sheriff  
Public Safety Communications

- (2) Act as the policy oversight committee for the Traffic Safety Commission, Emergency Medical Services Council and the ~~Community Action and Emergency Response Committee (CAER)~~.

(3) The Committee is hereby designated to be the County Emergency Government Committee and the chair of the County Board shall designate the chair of the Emergency Government Committee from among the members of the Committee, in accordance with Section 166.03(4)(c), Wis. Stats., and the Chair chosen by the County Board Chair shall act as the chair when the Public Safety Committee meets and conducts business as the County Emergency Government Committee.

- (4) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

**2.10 HUMAN SERVICES COMMITTEE.** The Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the following Departments:

~~Community Health Nursing Office~~ Department  
Handicapped School System (Syble Hopp School)  
~~Mental Health Center~~ Community Treatment Center  
Department of ~~Social~~ Human Services  
Veterans Service Office  
Aging and Disability Resource Center

- (2) Act as the policy oversight committee for the ~~Social~~ Human Services Board, Community Programs Board, Handicapped School Board, Commission on Aging, Community Options Planning Committee, and the ~~N.E.W. Private Industry Council~~.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

**2.11 EDUCATION AND RECREATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

Brown County Golf Course  
Brown County Library  
Neville Public Museum  
Parks Department  
NEW Zoo

(2) Act as the policy oversight committee for the Arena and Exposition Center, Library Board, and the Neville Public Museum Board.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

**2.12 EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the Chair of each standing committee of the County Board, the Board Chair and Vice Chair. The County Board Vice Chair shall serve as committee Chair. In the event that the Committee Chair is not able to attend an Executive Committee meeting, or portion thereof, the Vice Chair of that committee shall be allowed to attend the meeting as a member of the Executive Committee and to vote accordingly until such time as the Committee Chair is able to attend. The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the County Internal Auditor and for any matter not herein delegated to another standing committee as determined by the Chair or Vice Chair of the County Board.

(2) Develop, review and make recommendations to the County Board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Brown County government.

(3) Review long range and short term planning of county related capital projects at the call of the committee chair.

(4) Establish negotiating recommendations relating to policy questions of wages, hours and conditions of employment.

(5) This Committee shall have referred to it all matters not vested in any other committee, shall serve as the legislative body to work with Wisconsin Counties Association and



our state and federal governments as it relates to county issues. This committee shall also serve as liaison with the County Executive to improve communication and working relationships.

(6) Review and act upon personnel actions taken by the other standing committees of the County Board and perform the following personnel policy functions:

(a) Advise the County Executive on matters concerning implementation of personnel policy.

(b) Review proposed personnel policies and amendments as developed and recommended by the ~~Personnel Director~~ Human Resources Manager and make recommendations to the County Board for consideration and legislative action.

(c) Review personnel actions in all county departments as reported by the ~~Personnel Director~~ Human Resources Manager.

(d) Approve funding and funding transfers necessary to implement this Code subsection, (6), without the necessity for Administration Committee approval.

(e) Direct that all changes in tables of organization, which are anticipated to last more than three (3) months, including layoffs or changes in class specifications, as per Administrative Policy HR-1, Departmental Reorganization, (attached), shall be reviewed and approved by the appropriate oversight committee, the Executive Committee and the County Board.

(f) Perform other related duties as assigned by the County Board.

**2.13 MEETINGS, AGENDAS.** (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

(b) The County Board shall commence its annual session and hold its annual meeting during October or November, either on or prior to the Tuesday after the second Monday of November in each year. The specific date for the annual meeting shall be designated by the Board Chair. Annual meeting may be adjourned by the County Clerk upon the written request of a majority of the Supervisors to a day designated in the request, but not less than one week nor more than three weeks from the Tuesday after the second Monday of November.

(c) A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of the Board to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board Chair.
4. Bonding matters.

(d) Emergency meetings of the County Board may be called by the Board Chair, or, in his absence, by the Vice-Chair, by making a written Declaration of Emergency and filing same with the County Clerk who will attempt to notify each County Board Supervisor at his home address or the Supervisor's place of work, of the time and place of such emergency meeting as well as the purpose of such meeting. The emergency meeting shall take place not less than six hours after the filing of the written Declaration of Emergency. In addition, the County Clerk shall notify all news media who have requested to be notified of the time and place and purpose of said emergency meeting. An emergency meeting is a meeting called to discuss a matter upon which immediate action might be necessary in order to protect the health, safety and welfare of the citizens of Brown County.

(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

(f) A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of any Brown County committee or commission to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board.
4. Bonding matters.

(2) The County Board, its committees, boards, commissions and agencies shall comply with the Open Meeting Law in accordance with subchapter IV Open Meetings of Government Bodies 19.81-19.85 of the Wisconsin Statutes and subsequent amendments thereto and in accordance with subsequent interpretations by the Attorney General of Wisconsin.

(3) The Chairman shall call the session of the County Board to order at the usual time or at the hour to which the Board stands adjourned. The business in order shall be:

1. Call to order.
2. Invocation.
3. Pledge of Allegiance to the flag.
4. Roll call.

5. Adoption of agenda.
6. Adoption of the minutes of the previous meeting.
7. Announcements by Supervisors.
8. Presentation of petitions, communications, etc. for consideration.
9. Appointments by County Board Chair and County Executive
10. Reports of the Board Chair and County Executive.
11. Committee Reports.
12. Other reports.
13. Presentation and consideration of Resolutions and Ordinances from the County Board standing committees in alphabetical order.
14. Such other matters as are authorized by law.
15. Presentation of bills over ~~\$10,000.00~~ \$5,000.
16. Roll Call.
17. Closed session when necessary upon advice of Corporation Counsel.
18. Adjournment.

(4) (a) The County Board agenda will be prepared by the County Board staff under the direction of the Board Chair.

(b) All agenda items to be considered at a meeting of the County Board, its standing committees and all committees, boards and commissions of Brown County government shall be submitted to the County Board office by 4:00 p.m. on Tuesday of the week preceding the meeting for inclusion on the meeting agenda. The County Board staff shall draft, properly notice and mail all agendas and packets as prescribed by Chapters 19 and 59, Wisconsin Statutes, and these County Board rules. The mailing date will be Thursday.

(c) No agenda addition requests will be considered unless, due to time constraints, it cannot be held over to the next meeting for any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. An additional expenditure of funds would be required if held over.
3. Cause an adverse working condition for an employee or department.
4. Litigation requiring consideration.
5. An emergency as determined by the County Board Chair.

(d) All agenda addition requests must be accompanied by an explanation of the appropriate category as specified above. Agenda items of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting.

(e) 2/3 vote of the members present is required to add the request to the agenda prior to adoption of the agenda.

(f) All resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and shall indicate whom the final drafter was at the bottom of each resolution and ordinance.

(g) All resolutions and ordinances are required to have a financial note from the Director of Administration, when applicable.

(5) (a) Minutes of each meeting of the County Board and meetings of all County committees, commissions, boards, etc., whether in regular session, special session or closed session, shall be taken, transcribed in writing and filed with the County Board staff by the

secretary of the committee, commission or board or other person so designated within 3 working days of the meeting.

(b) Minutes of any closed session shall not be made available to the public until the reason for calling the closed session no longer exists as determined by the Chair of that closed session upon the advice of Corporation Counsel.

(c) Meetings shall be held at the call of the committee, commission or board chair, or at the call of a majority of its members.

(d) Committee, commission, or board meetings shall be held following the rules set up by that group providing they do not conflict with state law and these rules.

(e) Officers of the County Board standing committees shall be elected during the committee organization meeting and shall serve a term corresponding to the supervisor's term unless otherwise provided in these rules. A majority of the members may determine if the election shall be by secret unsigned ballot.

(f) The County Board staff shall establish and maintain a roster of secretaries to take minutes of all standing committees, boards and commissions. Secretaries will include all motions, actions taken on motions, and discussion pertinent to the subject matter.

(6) No County Board meeting nor any meeting of County committees, boards or commissions, including standing committees, of Brown County government shall take place on any primary or general election date held in Brown County, unless an emergency is declared by the County Board Chair.

**2.14 PARLIAMENTARY PROCEDURES.** (1) Pursuant to Section 59.02(3), Wisconsin Statutes, a majority of Supervisors entitled to a seat shall constitute a quorum to transact business. All questions shall be determined by a majority of the Supervisors present unless otherwise provided.

(3) The County Clerk shall read only the headings of resolutions to be considered at County Board sessions, unless reading of any resolution is requested by a majority of Supervisors present.

(4) When the County Board meets in a declared emergency, the County Clerk will read the written Declaration of Emergency.

(5) In the absence of the Chair and Vice-Chair, the Board shall select one of its members to preside for the day.

(6) A member not present during any meeting of the Board, or any Board standing committee to which that member is appointed, shall be recorded as absent unless excused by the Chair or the Clerk prior to such meeting. A member wishing to be absent while the meeting is in session shall first obtain consent from the Chairman of that meeting.

(7) The Chair shall preserve order and shall vote on the call of ayes and nays, and the Chair shall decide questions of order subject to an appeal to the Board, except that the Chair shall not vote on appeals from the Chair's decision.

(8) No member of the Board shall have the privilege of addressing the County Board unless recognized by the Chair.

(9) When a motion is made and seconded, it shall be stated by the Chair previous to debate. If any member requires it, all motions (except to adjourn, postpone or refer) shall be reduced to writing, and if a question contains several points, any member may have it divided. A motion or resolution may be withdrawn at any time before amendment or decision.

(10) When a question is under debate, no motion shall be received, except the following motions:

- (a) Adjourn
- (b) Move the previous question
- (c) Table indefinitely or to a certain time
- (d) Refer
- (e) Amend

which shall have precedence in the above order. A motion to adjourn, move the previous question, or table indefinitely or to a certain time shall be decided without debate, provided that a member of the committee introducing the resolution shall be allowed to speak before a vote to table. This rule shall not authorize any member to move for adjournment when another member has the floor or when the Board is voting. A motion to refer or to amend may be debated.

(11) Whenever any member is to speak in debate or deliver any matter to the Board, that member shall address the Chair, confine the remarks made to the question under debate, and avoid personality. No member shall speak except in his/her place, nor more than twice on any question, and not to exceed ten minutes at a time, except on leave of the Board.

(12) A member called to order shall immediately cease speaking but may appeal the decision of the Chair to the Board.

(13) Any member desiring termination of the debate may move the previous question or call for the question. Unless otherwise specified in the motion, it shall apply only to the immediately preceding question, and if an amendment is under discussion, it shall apply only to the amendment and not to the main question. The member who made the main motion shall be allowed to speak prior to the Chairman's acceptance of the motion for the previous question or call for the question. A 2/3 vote of the members present shall be required for adoption.

(14) All questions shall be put in the order they were moved, except privileged questions.

(15) Whenever the request for a roll call is defeated by the majority of the County Board, the Clerk shall record the ayes and nays of all those supervisors who request to be recorded on the roll call.

(16) No member of the Board shall leave the room during roll call until the results are announced by the Chair.

(17) It shall be in order for any member voting on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to the

County Clerk by 4:00 p.m. of the day prior to the succeeding regularly scheduled County Board meeting of his/her intent to move for reconsideration at such next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted by a majority of the members present.

(18) Any person not a member, desirous of addressing the Board on any subject, shall first obtain leave, such leave being requested by a member to the Board to have a suspension of rules. The Chair, without suspension of rules, shall be permitted to call upon the Department Head or his designee of any of the departments for remarks pertaining to their departments.

(19) All claims and accounts against the county shall be referred to the proper committee authorized by this Board to audit same. No committee shall report any claim or account unless it is made out in items and duly verified and filed with the Clerk. All current accounts against the county in excess of \$10,000 \$5,000 shall be approved by a majority of members present.

(20) All County Board final votes on resolutions and ordinances which are before the Board shall be displayed. This mandatory display does not include votes on amendments or on motions to refer, table, or the like, unless requested in the usual manner.

(21) These rules may be suspended by a vote of two-thirds of the members present.

(22) The County Board may make amendments to these rules at any meeting, when included on the County Board agenda, after the proposed amendments have been reviewed at a meeting of the Executive committee.

(23) The rules of Parliamentary Practice comprised in Robert's Rules of Order, revised, shall be the Rules of Order in all cases in which they are not inconsistent with these rules.

**2.15 PUBLICATION OF COUNTY BOARD PROCEEDINGS.** A true and accurate copy of all proceedings had at any regular or special County Board meeting shall be published once in a newspaper to be selected by the Board of Supervisors on a bi-annual basis, after receipt and review of bids from newspapers published in Brown County which meet the qualifications of publishing newspapers as set forth in Ch. 985, Wis. Stats., as amended from time to time; said publication to be completed within 60 days after the adjournment of each session.

**2.16 APPOINTMENT TERMS FOR COMMITTEES, COMMISSIONS AND BOARDS.** All appointments to Committees; Commissions and Boards be appointed for a stated period of time. All appointments will be forwarded to the appropriate oversight committee with a complete resume of the appointee. If there is no oversight committee appropriate for the appointed position, appointments will go to the Executive Committee. The oversight committee will review the appointment and make a recommendation to the Brown County Board of Supervisors. The County Executive, {Wisconsin State Statutes 59.17(2)(c)} will make every effort to re-appoint or make a new appointment to fill expiring terms to Committees; Commissions and Boards in a timely manner. In the event no re-appointment or new appointment is confirmed by the Brown County Board of Supervisors prior to the end of

the term of the appointment, the present confirmed member will serve until a re-appointment or new appointment is confirmed.

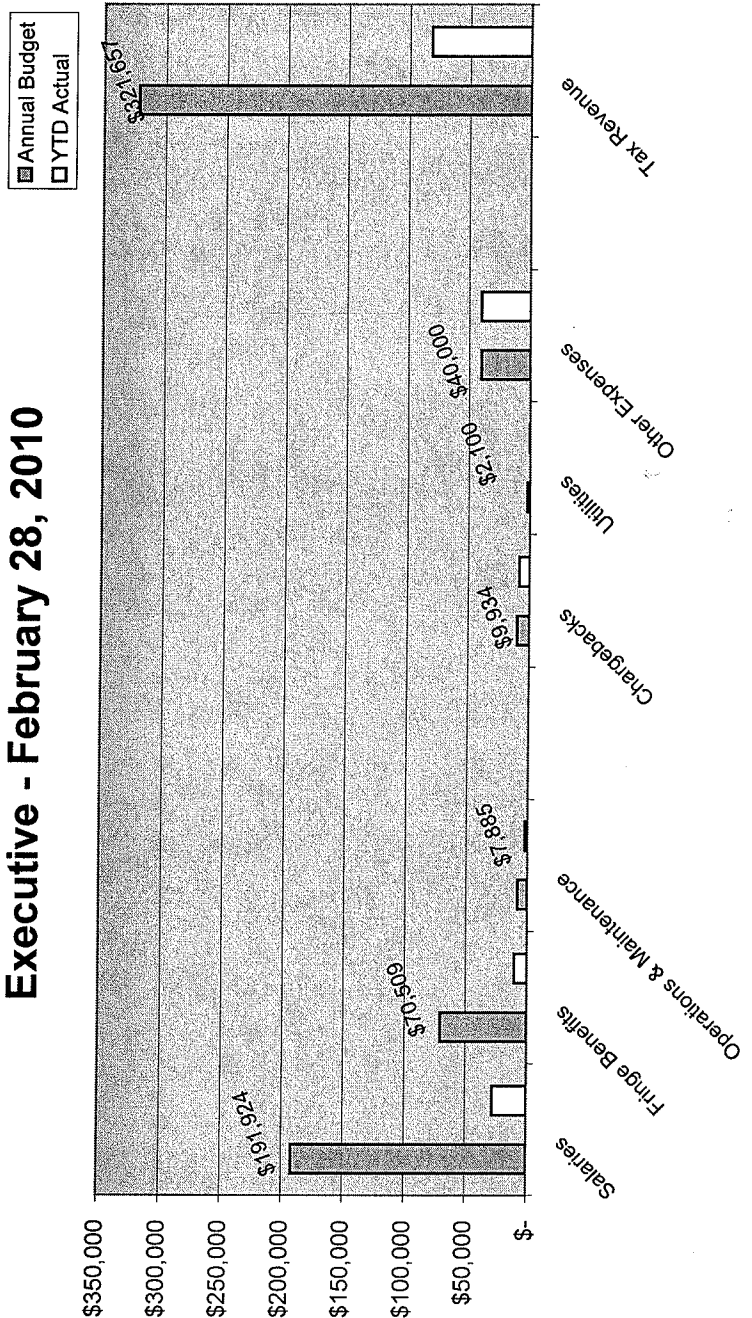
Brown County  
Executive  
Budget Status Report

2/28/2010

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 191,924	\$ 27,757
Fringe Benefits	\$ 70,509	\$ 10,262
Operations & Maintenance	\$ 7,885	\$ 2,219
Chargebacks	\$ 9,934	\$ 8,104
Utilities	\$ 2,100	\$ 249
Other Expenses	\$ 40,000	\$ 40,000
Tax Revenue	\$ 321,657	\$ 81,753

Executive - February 28, 2010





PRODUCTION \*Brown Co\* PRODUCTION  
**Executive Budget Report February 2010**  
 Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	Used / Rec'd	Prior Year Total
<b>Fund: 100 - GE</b>									
<b>Revenues</b>									
PTX - Property taxes	321,657.00	0.00	321,657.00	26,804.75	0.00	53,609.50	268,047.50	17%	348,714.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,841.00
Revenue Totals:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$53,609.50	\$268,047.50	17%	\$348,555.00
<b>Expenditures</b>									
PER - Personnel services	191,924.00	0.00	191,924.00	15,420.30	0.00	27,756.54	164,167.46	14%	202,735.34
FBI - Fringe benefits and taxes	70,509.00	0.00	70,509.00	5,341.05	0.00	10,261.95	60,247.05	15%	67,767.59
OPM - Operations and maintenance	7,885.00	0.00	7,885.00	808.34	0.00	2,218.71	5,666.29	28%	4,419.29
UTL - Utilities	2,100.00	0.00	2,100.00	84.24	0.00	249.15	1,850.85	12%	2,007.29
CHG - Chargebacks	9,239.00	0.00	9,239.00	647.28	0.00	1,266.32	7,972.68	14%	9,030.52
CON - Contracted services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH - Other	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00	100%	50,000.00
Expenditure Totals:	\$321,657.00	\$0.00	\$321,657.00	\$22,301.21	\$0.00	\$81,752.67	\$239,904.33	25%	\$335,960.03
Revenue Total:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$53,609.50	\$268,047.50	17%	\$348,555.00
Expenditure Total:	\$321,657.00	\$0.00	\$321,657.00	\$22,301.21	\$0.00	\$81,752.67	\$239,904.33	25%	\$335,960.03
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$4,503.54	\$0.00	(\$28,143.17)	\$28,143.17		\$12,594.97
Revenue Grand Total:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$53,609.50	\$268,047.50	17%	\$348,555.00
Expenditure Grand Total:	\$321,657.00	\$0.00	\$321,657.00	\$22,301.21	\$0.00	\$81,752.67	\$239,904.33	25%	\$335,960.03
Grand Total:	\$0.00	\$0.00	\$0.00	\$4,503.54	\$0.00	(\$28,143.17)	\$28,143.17		\$12,594.97

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Executive Committee

FROM: Paula Kazik, Human Resources  
Tom Miller, Airport

DATE: April 5, 2010

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RE: Request To Fill Vacancy: Electrician - Airport

Our electricians play a vital role at the airport. Following is a list of duties they perform on a regular basis, which requires two full time employees to accomplish:

- Review construction plans for completeness and compliance with current electrical codes and FAA requirements;
- Take a pro-active approach to energy efficiency by researching and implementing energy efficiency measures;
- Maintain and test five (5) high-capacity standby generators to provide power to critical airport infrastructure in the event of a major power outage;
- Maintain and support airport fiber optic data infrastructure; including fiber terminations, transmitters/receivers and CAT-5/6 cabling;
- Repair and maintain the public parking lot revenue management system, the Programmable Logic Controllers (PLC) in the 12 passenger boarding bridges, security access control system, CCTV, nine baggage conveyor systems, flight and gate information display system (FIDS/GIDS), public address, fire alarm and telephone systems as well as the crash alert system;
- Test and maintain Pre-Conditioned Air (PCA) units and Ground Power Units (GPU) on each of the passenger boarding bridges;
- Maintain and repair all airport building lighting systems, interior and exterior;
- Monitor, maintain and repair runway/taxiway lighting systems;
- Monitor and maintain airfield signs, Navigational Aides (NAVAIDS), such as the Precision Approach Path Indicators (PAPI) on all of the runways; and
- Maintains record keeping system of all repairs performed in accordance with FAA standards.

The Electricians also need to maintain a CDL and must be capable of safely operating a front-end loader, dump truck, ditch witch, aerial lift, scissor lift, fork lift, trencher, testing equipment, power tools, hand tools and portable radio(s), among other things.

HIGHWAY DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

BRIAN L. LAMERS, CPA  
HIGHWAY COMMISSIONER

February 19, 2010

Ms. Debbie Klarkowski  
County Human Resources Manager  
305 E. Walnut Street, Room 620  
Green Bay, WI 54301

RE: Vacant Assistant Superintendent Position  
Highway Department

Dear Debbie:

In August 2009, the Highway Department was approved to fill a vacant Assistant Superintendent position, due to the retirement of Gabriel Hylok on 12/31/08. Following an internal recruitment process, on September 6, 2009, Highway Laborer Christopher Allen was promoted to Assistant Superintendent, with the understanding that Chris would be given a 6-month probationary period. During that 6-month probationary period, either Chris or management reserved the right to move Chris back to his previous union laborer position, should things not work out. On Friday, February 12, 2010, Chris decided that he would be happier returning to his Laborer position and returned to the Highway Union on Sunday, February 14, 2010.


With Chris's decision, we once again have a vacant Assistant Superintendent position, leaving us with only 3 Superintendents (1 Superintendent & 2 Assistant Superintendents) to carry out 24-hour emergency services for our entire workforce; which creates substantial stress during winter events when vacation/time off is planned (for example, the superintendent is on vacation this week and with the snow event yesterday, the assistant superintendent on-call worked from 6:00 a.m. to 10:00 p.m., went home and with little sleep was back up at 1:00 a.m., calling operators out to perform snow/ice control. Once the calls were made, he proceeded to monitor road conditions and proceeded to pick up paperwork at the three (3) outlying shop locations and reported to the Duck Creek Shop. Once there, the remaining crew had reported to work by this time and he assigned them their duties for the day; then he proceeded to carry out his remaining administrative job duties. Meanwhile that left only one remaining assistant superintendent to oversee 60+ employees working out on the road, in addition to the Bay Port dredging operations.)

Enclosed please find an overview of Highway Department operations that was assembled early in 2009 when the position was originally vacated. With every position at the Highway Department being critical to our day-to-day operations, we are requesting that you fill this vacant position as soon as possible.

Please feel free to give me a call at (920) 662-2163 if you have any questions regarding this matter.

Sincerely,

BROWN COUNTY HIGHWAY DEPARTMENT

  
Brian L. Lamers, CPA  
Highway Commissioner

BLL/lfh

Enclosure

cc: Lisa Younk, Human Resources Analyst

## **A. PERSONNEL:**

### Highway Operations:

The Highway Department has one (1) Engineering and Operations Manager, one (1) Superintendent and three (3) Assistant Superintendents that operate under the Highway Operations Division.

The Engineering and Operations Manager supervises and oversees the Highway Operations Division, including the Superintendent and the Assistant Superintendents, in addition to four (4) Engineering Technicians and one (1) Summer Engineering Aide. The Engineering Technicians perform a variety of duties, including right-of-way acquisition; permitting and set back monitoring; construction engineering, planning contracting and designing; storm water management; surveying; grade setting and performing bridge inspections.

The Superintendent oversees the three (3) Assistant Superintendents, in addition to directing the work activities of the ten (10) state highway patrolmen. Furthermore, each of the three (3) Assistant Superintendents supervise the 62 Highway Laborers and fifteen (15) summer/temporary employees during our summer season, along with overseeing winter operations out of our three (3) satellite shops located at New Franken, Langes Corners, and Greenleaf.

One (1) Assistant Superintendent oversees thirteen (13) of the highway laborers that work on bridges, drainage, and roadside mowing operations; in addition to overseeing the Langes Corners Shop and the New Franken Shop duties during the winter season.

One (1) Assistant Superintendent oversees nineteen (19) of the highway laborers that work on asphalt pavement and sweeping operations; in addition to overseeing the Greenleaf Shop duties during the winter season.

One (1) Assistant Superintendent oversees twenty (20) of the highway laborers that work on traffic operations (which include signing, pavement marking, and signal timing projects), along with all major construction projects. Working directly under this Assistant Superintendent is a Traffic Operations Foreman who directs the daily activities of the four (4) sign shop workers.

During winter operations, in addition to the three (3) satellite shops, the superintendent/assistant superintendents oversee the Duck Creek Shop and are responsible for rotating weeks for "on-call" duties during snowstorms and emergency situations.

The Highway Department is considered an emergency service department and provides assistance on a 24 hour a day / 7 days a week / 365 days a year basis; therefore the Superintendent and three (3) Assistant Superintendents are required to be "on call" every 4<sup>th</sup> week under the current set-up.

### Mechanical Support:

In addition to the Highway Operations Division, the Highway Department also has a Shop Superintendent that oversees sixteen (16) employees, working in the mechanic shop, the blacksmith (welding) shop, buildings & grounds maintenance, the parts/stockroom and an electrician.

## **B. STATE FUNDING:**

The Highway Superintendent position and the vehicle he drives are both 100% funded by the State of Wisconsin Department of Transportation (WisDOT).

The Superintendent spends approximately one month per year traveling outside of the County working with COMPASS, a State program. In addition, one day every week he teams up with a WisDOT employee and they travel throughout the County monitoring and inspecting the State Highway System logging needed repairs and/or updates for future projects.

The County maintains approximately 712 state lane miles during our winter operations. Those 712 lane miles are divided into 18 bid operator sections; whereby all expenses (labor, material and equipment) incurred are reimbursed by the WisDOT.

In addition to the Highway Superintendent position, the WisDOT also reimburses the County for approximately 40% of the Assistant Superintendent (and his vehicle expenses) in charge of overseeing State bridge and drainage issues. During the summer of 2008, this Assistant Superintendent and his crew worked approximately 9 Wednesday nights on major highway maintenance projects; which were funded 100% by the WisDOT. These night projects can not take place during daylight hours due to the high traffic volumes on the state highways during peak hours.

## **C. EMERGENCY SERVICE DEPARTMENT:**

As previously mentioned, the Highway Department is considered an emergency service department; which requires the Superintendent and three (3) Assistant Superintendents to be on call 24 hours a day, 7 days a week, 365 days a year.

The "on-call" duties are rotated by the 4 employees, placing them on-call 24/7 every 4<sup>th</sup> week throughout the entire year.

Summer Operations: During the summer, the emergency calls consist of downed stop signs, traffic signal knockdowns or malfunctions, flooding, roadway blowouts, accidents/fatalities, emergency roadway closures, downed trees or wires, guardrail damage, roadway spills, etc.

Winter Operations: During snowstorms, the superintendent on-call is responsible for all calls outside of normal office hours (nights, weekends, holidays) for the entire County. He monitors the roadways for drifting, icy spots, etc. throughout the duration of the storm and dispatches all section bid operators as needed.

The 911 Communication Center (Traffic) is the main point of contact during inclement weather situations. When the superintendent on-call receives a call from Traffic, they will assess the type of action needed and will either check roadways conditions themselves to determine the manpower needs or if the storm is severe enough and going to last awhile, will begin dispatching road crews immediately. With 18 state sections, 15 county sections, 5 town sections, and 16 grader sections; the calling in of bid operators can be very time consuming; as most employees provide not only a main contact phone number, but a secondary contact number as well in case they are not home.

Winter Operations: (continued). Once the crews have been dispatched, the superintendent/assistant superintendent on-call is now responsible to continue monitoring road/storm situations, the operators, coordinate spare equipment for breakdowns with the Shop Superintendent (to make sure that the proper mechanical staff is brought in to keep equipment on the road, with as little "down time" as possible), in addition to the ongoing calls from Traffic regarding accidents and other issues involving emergency situations from the traveling public.

In addition to all of the traffic situations, the superintendent/assistant superintendent is also responsible for monitoring hours worked by each crew member, as there are stipulations outlined in their contract regarding work hour limitations, which limit them to a maximum of 16 hours on and then they must receive 4 hours off duty. With these limitations during lengthy storms, the superintendent/assistant superintendent must rotate crew members making sure that they are staffed properly to maintain roadways in a travelable condition for motorists.

Once the storm begins to subside, it now becomes an issue of assessing roadway conditions once again to determine which section operators are now able to leave their sections to either clean and maintain their equipment or to see if there are other bid operators that need assistance in completing the clean-up of their sections.

During storms that last for longer durations, one of the other superintendents may step in to relieve/assist the current superintendent/assistant superintendent on-call to allow him to take a break and go home to get some rest.

#### **D. DAILY RESPONSIBILITIES:**

Each morning the Superintendent and Assistant Superintendents report to work one hour prior to the crews' arrival and make out the daily work orders for each work crew. This is the time of day when each superintendent/assistant superintendent explains what jobs they currently have going on and what jobs need to be scheduled in the near future, in addition to the estimated number of men that will be required to complete each of these projects.

They will also sit down with the Commissioner, the Engineering & Operations Manager and Shop Superintendent to coordinate and discuss the available equipment, project priority and also any other issues, problems, or needs that need to be addressed.

The superintendent/assistant superintendents are also responsible for preparing any necessary paperwork for their respective areas (i.e., County/State accident reports for the recovery of damages to property – signs, signals, guardrails, etc; cost information for State/County billing purposes; approval of employee timecards; material used slips; stone & asphalt tickets; backup information for invoices; information for expenditures on bridges for the State; price quotes and bids for State, County and municipal jobs; in addition to filing winter storm reports with the State for manpower, equipment and materials used for every time the crews go out during storms/incidents).

Other issues the superintendent/assistant superintendents deal with on a routine basis might include:

- Issues with the Department of Natural Resources (i.e., drainage, wetlands, storm water management, construction approvals, etc.)
- Preparing/maintaining Digger's Hotline locates for construction projects
- Preparing/maintaining road closures
- Approving Bridge Fund expenditures

- Performing site inspections for compliance with State Statutes
- Meeting with towns/municipalities regarding upcoming projects
- Dealing with Union issues and disciplinary actions
- Overseeing the main shop & satellite shop operations
- Inspecting culverts
- Monitoring/Rating County Highway System
- Assisting Commissioner and Operations & Engineering Manager with planning and cost estimates for future projects and needs.
- Assisting when any of the other superintendents may be away from work due to meetings, seminars, training, vacation/personal time off, resting due to working through the night, and performing field testing for a new employee eligibility list.

## **E. DEPARTMENT OPERATIONS & CHALLENGES:**

### Past:

Years ago, the Highway Department operated with two (2) Highway Superintendents and seven (7) Union Foremen. In addition, there were more Highway Laborers on the crew (the size of the highway crew – operators and shop employees – has been decreased over the years as a result of operating efficiency gained through new technology and equipment improvements, such as larger snowplow trucks with automatic transmissions, allowing snowplows to be operated by just one operator versus two and other equipment such as grass mowers that are now larger and much more efficient allowing one operator to accomplish the work of two or three operators as in the past).

The emergency call-in duties were carried out by the two (2) Superintendents during the winter months and weekday summer months. During the summer months, the weekend call outs were carried out by some selected crew members.

Under these operations, Interstate 43 did not exist, STH 172 was just being constructed, and additional lanes were being added to STH 41 and STH 29. In addition, the County Highway System was much smaller with fewer lane miles. Roads were only plowed to be passable, with only the critical areas treated with sand, salt or other means. It was not as critical for the superintendents to be available on a 24/7 basis.

### Current:

In 1996, a department reorganizational study was conducted. The Study concluded that there were issues with having Union Foremen overseeing disciplinary actions and supervising "fellow union employees". There were issues with a lack of respect among some of the work crews when dealing with their foreman. In addition, the two (2) superintendents were getting burned out during the long winter seasons and taking on emergency call-in duties every other weekend.

Therefore, in January 1997 a new table of organization was implemented, whereby five (5) of the Union Foremen positions and one (1) Superintendent position were eliminated and three (3) administrative Assistant Superintendents were added. The Superintendent and Assistant Superintendents now share all supervisory duties for the work crews, in addition to taking on a rotating winter call-in schedule, adding 2 more people to the rotation.

The Highway Department also currently employs fifteen (15) summer college students that assist with summer operations (June through August), including grass mowing, flagging, building maintenance, etc.

With the tremendous growth of Brown County over the past couple of decades, traffic volumes and speeds have increased drastically along with greater service demands by the traveling public.

Over the years, there have been additional lane miles added to both the State and County Highway Systems; which leads to additional maintenance being added to our workforce needs, including additional guardrail repair & maintenance, grass mowing, trash pickup, pavement repair, pavement marking, culvert repair/replacement, and signage needs. In addition, the County's traffic signal maintenance has increased from 0 up to the current 42.

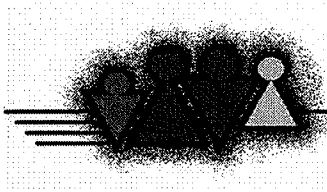
All of these additional duties are now being carried out with less manpower.

#### Future:

With the ever-increasing traffic/population growth in Brown County, some additional challenges that Highway Department management will be facing include the following:

- WisDNR Issues. (1) stormwater management; (2) additional permitting & monitoring for projects requiring storm water; and (3) a reduction in illicit discharge (20% by 2008 and 40% by 2013). Brown County has currently met the 20% and with the purchase of a new sweeper/vacuum truck in 2008, we anticipate being able to meet the 40% requirement by 2013.
- Invasive Species (NR40). An issue currently being discussed that may require additional monitoring in highway right-of-ways. As more laws and regulations are enforced, it would mean that our mowing operators and construction projects would have to be scheduled only at certain times of the year not to disturb or transport the invasive species to other locations. It would also mean that our construction equipment would have to be cleaned and washed before transporting off-site.
- Proposed State Expansion Projects. Reconstruction and additional lanes on Interstate 41, including 20+ roundabouts and the construction of "flyovers" on STH 29 will have major impacts on the maintenance and upkeep on County work crews and operations.
- Proposed County Expansion Projects. Additional lanes to CTH GV, the extension of CTH EA, additional roundabout construction on the County Highway System, and the proposed South Bridge project are all being proposed over the next several years.





## Human Services Department

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Brian Shoup, Executive Director  
111 N. Jefferson Street, Green Bay, WI 54301  
Phone: (920) 448-6000, Fax: (920) 448-6126

March 8, 2010

TO: Tom Hinz, County Executive  
Debbie Klarkowski, Human Resources Manager  
Lynn VandenLangenberg, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Specialist – approval to fill vacancy

Due to resignation The Economic Support Specialist II is open due to a recent resignation that was effective 2/8/10. The following lists the importance and needs for filling the vacant position:

1. The Economic Support Specialists determine eligibility for low income families for the foodshare, child care and healthcare (Badgercare Plus and Medicaid) programs. These programs are State mandated entitlement programs and there are no waiting lists for benefits or services.
  - a. Eligibility determinations for new consumers.
    - i. Average over 600 new requests every month.
  - b. Eligibility re-determinations are conducted on a six month and annual basis.
    - i. Average of 1200 six month reviews each month.
    - ii. Average of 1600 annual reviews each month.
  - c. Prepares and attend Fair Hearings.
  - d. Determines over and under payments.
  - e. Makes referrals for appropriate services and/or to additional community resources.
  - f. Provides excellent customer service to the low income families we serve.
2. Caseload increases
  - a. Due to several reasons, caseloads have increased dramatically in the past 5 years with no additional positions added. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
  - b. Caseload Comparison:
    - i. Dec. 2005 – total caseload = 12,447; Foodshare **monthly** issuance = \$995,000
    - ii. Dec. 2006 - total caseload = 12,406; Foodshare **monthly** issuance = \$983,000
    - iii. Dec. 2007 – total caseload = 13,050; Foodshare **monthly** issuance = \$1.1 million
    - iv. Dec. 2008 – total caseload = 15,003; Foodshare **monthly** issuance = \$1.6 million
    - v. Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance - \$2.6 million
  - c. Currently the Economic Support Specialists carry caseloads on average of 650 cases. Change and Information Center Economic Support specialists (6 staff) do not carry caseloads and process all changes for ongoing cases.



3. The Economic Support specialist must meet the following State Performance Standards:
  - a. Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
  - b. Timely Case Processing – 95% standard for timely application processing. 7 days; 30 days.
  - c. Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
  - d. Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
  - e. Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.
4. Training for Economic Support Specialists:
  - a. On average, 3 months of intense policy, procedure, and systems (6) training.
  - b. 1-2 months of practical application. Reduced caseload (150 cases)
  - c. Gradual caseload given in 1<sup>st</sup> year. By the start of year 2, full caseload is assumed.
5. Funding for Economic Support Specialist:
  - a. Almost fully funded by State Income Maintenance (DHS) and Child Care (DCF) funding.
  - b. 75/25

In addition to the vacant position requested, we have 1 Economic Support Specialist on medical leave, 2 returning from medical leave hopefully by 3/8/10, 3 upcoming maternity leaves (3/8, 3/29, and 6/1) and 1 position that is unfilled for 2010. Training a new worker will be critical so they can take on cases to alleviate some of the workload that will be assumed by the remaining caseworkers during these leaves.

State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Whenever there is a vacancy or medical leave, that caseload must be absorbed by the remaining ES staff. Currently each Economic Support specialist carries a caseload of approximately 650 families. When fully staffed, each caseload should be approximately 450 cases.

Possible alternatives to fill this position were considered:

- Temp Agency to staff this position.
  - Training – training a temporary staff person would not be cost effective. Training an ES worker is time intensive and involves complicated policies and procedures.
- Leave vacant.
  - Impact: decrease in quality customer service, delay in benefits, and potential inability to meet state timeframes. Given the economy and our nature of work, it is critical that our consumers receive their benefits timely and accurately. Our programs help families meet their basic needs.
  - Increased caseload generally causes a decrease in morale and/or more turnover.

Based on the above information, it is critical the requested position be filled.

Thank you for your consideration in approving the requested position.

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Executive Committee

FROM: Deb Seidel, Human Resources  
Mary Johnson, CTC

DATE: April 5, 2010

RE: Request To Fill Vacancy: Nurse Manager (House)

The House Manager position has sole responsibility for supervision and staff scheduling of the facility on evenings, nights and weekends. This position is also responsible for oversight of psychiatric admissions to the hospital and emergency protective placement admissions in the nursing home. The person in this position takes charge of any emergency codes.

The House Manager position is pivotal in determining whether a referral can legally be detained in the hospital and must understand EMTALA laws and all client rights issues both in the nursing home and hospital. This position must also understand the abuse/neglect laws and initiate the initial investigation in these cases if it occurs while they are in charge.

The alternative to this position would be to have staff nurses do the work and have management on-call but we would be more than likely be forced to hire an extra staff nurse to assist as our hospital and nursing home nurses already have extensive duties to perform. Allowing a staff nurses to complete these duties would mean that there would not be a management person in the facility. The Union would take issue with a union staff nurse conducting an investigation if it involves a person with membership in their union.

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Executive Committee

FROM: Deb Seidel, Human Resources  
Mary Johnson, CTC

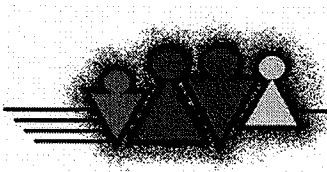
DATE: April 5, 2010

RE: Request To Fill Vacancy: Nurse Manager (Nursing Home)

The Unit Manager position is supported in State regulations by stating that a nursing home with 60 or more census must have a "charge nurse" on duty during the daytime hours in addition to the Director of Nurses. The duties of this position are extensive. The Unit Manager completes all investigations of incidents, supervises the nursing staff, completes staff evaluations, holds unit meetings, must assist with care planning and MDS requirements in the absence of the MDS nurse and must help in House Manager during periods of need. The Unit Manager accompanies the Social Worker to the community to assess potential admissions. This position also conducts investigations of abuse during her tour of duty. The manager is responsible 24/7 for his/her unit and may have to fill in as a staff nurse if coverage unavailable.

The recent State survey citations on the proficiency of our nursing assistants fell under the supervisory duties of the Unit Manager position which has been vacant while Kathy Deneil assumed the duties of the Director of Nurses since last April. The Unit Manager position in conjunction with the DON develops audit tools on areas of deficiency and audits until all is corrected.

Alternatives could be assigning the title of "charge nurse" to a staff union nurse to satisfy State requirements however, a position of charge nurse would have to be negotiated with the Union and would therefore have representation from the Union decreasing our ability to direct the workforce.



## **Human Services Department**

111 N. Jefferson Street, Green Bay, WI 54301

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### **Memo Re: Access Department Social Work Position Vacancy, and Rationale for needing position filled:**

This position is one of the two remaining Access department positions, a 3<sup>rd</sup> position having been eliminated during the 2009 Budget process. The Access Department is the hub of the Human Service Department's communications, and provides a central point for consumers and other county residents to call in seeking information, contact information regarding human service department staff and programs, community resource information, in addition to performing an intake and referral function for Adult Protective Services, Children's Waiver, Mental Health, and Community Treatment Program referrals. Data collection and logging of prior contact with consumers by the Access staff provides data that would otherwise be unavailable to our system.

It is impractical in my assessment to not fill this vacancy, as there would only be one remaining Access Department staff person, and this would result in:

- Unsatisfactory customer service, due to delays in receiving incoming calls.
- Lack of coverage on sick or vacation days, during breaks and training activities the one remaining staff person might need.
- Inability or severely restricted capacity to interface face to face with in person callers to the HSD, due to management of call volume via phone. (> 10,000 calls per year).
- APS and Children's waiver staff would have less time for direct service provision and case management if they have to take initial referrals currently received by Access, with both of these units already being stretched to meet the demands of their positions. Children's waiver is at capacity of case management load, albeit that their case loads will be increasing to accommodate more service demands in client volume and services rendered. APS staff also experienced an increase in the number of investigations, and related guardianship demands this past year.
- Lost data collection capability, as experienced currently when one Access worker has to work unaided, due to overload.

- It is impractical and inappropriate to fill this vacancy with a non-social work staff person or paraprofessional, as the para-professional position was eliminated this past year on the basis that this position requires assessment skills and training only evident in a professionally trained staff with the requisite assessment skills.
- Need for staff with triage skills essential to take crisis calls for routing to the crisis center, these involving life or death situations that might not be caught with only one Access worker in place.

Respectfully submitted for review by County Executive Hinz and the Human Resource Director .

Ian Agar, MSW, LCSW, CSAC. Crisis Systems Manager

April 21, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION APPROVING BUYER'S AGENCY REPRESENTATION  
AGREEMENT FOR ACQUISITION OF REAL ESTATE FOR  
BROWN COUNTY SHERIFF'S DEPARTMENT OPERATIONS

WHEREAS, the Brown County Sheriff's Department needs new facilities for its operations; and

WHEREAS, the County is interested in acquiring real estate at 2684 Development Drive in the Village of Bellevue for the Brown County Sheriff's Department; and

WHEREAS, Joe Van Deurzen, a real estate agent with Hilgenberg Realty LLC, has assisted the County in its research of the vacant building at 2684 Development Drive; and

WHEREAS, Joe Van Deurzen is a licensed and experienced real estate agent who can provide the valuable services of a buyer's agent to Brown County; and

WHEREAS, Joe Van Deurzen and Hilgenberg Realty LLC have proposed a standard "buyer's agency representation agreement" to Brown County with the buyer's agent's compensation payable by the seller; and

WHEREAS, this fee amount is set in the seller's property listing at 2.1% of the sale price; and

WHEREAS, §2.03 (3)(e) of the Brown County Code requires the Board of Supervisors' approval of contracts "for legal services or outside consulting services . . ."

NOW, THEREFORE, BE IT RESOLVED that the attached buyer's agency representation agreement is approved and the County Executive is hereby directed to execute this agreement.

Respectfully submitted

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_

COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Fiscal Impact: \_\_\_\_\_

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
LANGAN	22			



**WB-36 BUYER AGENCY/TENANT REPRESENTATION AGREEMENT**

1 **■ BROKER THE SOLE AUTHORITY TO ACT FOR BUYER AS A BUYER'S AGENT:** Buyer (see lines 154-155) gives  
2 Broker the exclusive right to act as Buyer's agent to locate an interest in property and to negotiate the procurement of an  
3 interest in property, except as excluded under lines 11-20. Except for excluded properties described in lines 11-20, Buyer  
4 agrees that during the term of this Agreement, Buyer will not enter into any other agreements to retain any other buyer's  
5 agent.

6 **NOTE: IF BUYER WORKS WITH OWNER OR AGENTS OF OWNER IN LOCATING AND/OR NEGOTIATING AN**  
7 **INTEREST IN PROPERTY, BUYER MAY BE RESPONSIBLE FOR BROKER'S FULL COMPENSATION IF**  
8 **BUYER'S CONTACTS WITH OWNER OR OWNER'S AGENT RESULT IN NO COMPENSATION BEING**  
9 **RECEIVED BY BROKER FROM OWNER OR OWNER'S AGENT.**

10 **■ PURCHASE PRICE RANGE:** \$1,500,000 - \$4,500,000

11 **■ EXCLUDED PROPERTIES:** The following properties are excluded from this Agreement until ----- **INSERT DATE**

12 Note: Identify any specific excluded properties or limitations on the scope of this Agreement including geographic  
13 limitations, or limitations on property type included under this Agreement. \_\_\_\_\_

14  
15 This agreement is in effect only for the purchase of the property at 2684 Development Dr.  
16 In the Village of Bellevue, WI. 54311

20  
21 **■ COMPENSATION:** Broker's compensation shall be: [Check "SUCCESS FEE", "OTHER COMPENSATION", OR  
22 BOTH, as applicable] ☒ **SUCCESS FEE:** 2.100 % of the purchase price or \_\_\_\_\_  
23 whichever is greater. ☐ **OTHER COMPENSATION:** \_\_\_\_\_

24  
25 **INSERT THE AMOUNT AND TYPE OF OTHER FEE, E.G. RETAINER FEE, OR HOURLY FEE**

26 If this Agreement calls for a success fee, it is agreed that Broker has earned the success fee if, during the term of this  
27 Agreement (or any extension of it), Buyer or any person acting on behalf of Buyer acquires an interest in property or enters  
28 into an enforceable written contract between owner and Buyer to acquire an interest in property, at any terms and price  
29 acceptable to owner and Buyer. Broker's compensation remains due and payable if an enforceable written contract entered  
30 into by Buyer per lines 26-29 fails to close. Once earned, Broker's compensation is due and payable at the earlier of closing  
31 or the date set for closing, unless otherwise agreed in writing.

32 Broker (may) ~~(may not)~~ **STRIKE ONE** accept compensation from owner or owner's agent. (Broker may accept  
33 compensation from owner or owner's agent if neither is struck.) Broker's compensation from Buyer will be reduced by any  
34 amounts received from owner or owner's agent.

35 **■ BROKER'S DUTIES:** In consideration for Buyer's agreements, Broker agrees to use professional knowledge and  
36 skills, and reasonable efforts, to: 1) locate an interest in property, unless Broker is being retained solely to negotiate the  
37 procurement of an interest in a specific property, and 2) negotiate the procurement of an interest in property, as required,  
38 by giving advice to Buyer within the scope of Broker's license, facilitating or participating in the discussions of the terms  
39 of a potential contract, completing appropriate contractual forms, presenting either party's contractual proposal with an  
40 explanation of the proposal's advantages and disadvantages and other efforts including but not limited to the following:

41  
42 unless Broker is retained solely to locate an interest in property.

43 **■ EARNEST MONEY:** If Broker holds trust funds in connection with the transaction, they shall be retained by Broker in  
44 Broker's trust account. Broker may refuse to hold earnest money or other trust funds. Should Broker hold the earnest money,  
45 Buyer authorizes Broker to disburse the earnest money as directed in a written earnest money disbursement agreement signed  
46 by all parties having an interest in the trust funds. If the transaction fails to close and the earnest money is disbursed to Buyer,  
47 then upon disbursement to Buyer the earnest money shall be paid first to reimburse Broker for cash advances made by Broker  
48 on behalf of Buyer.

49 **■ NON DISCRIMINATION:** Buyer and Broker agree that they will not discriminate based on race, color, sex, sexual  
50 orientation as defined in Wisconsin Statutes §111.32(13m), disability, religion, national origin, marital status, lawful  
51 source of income, age, ancestry, familial status or in any other unlawful manner.

93 **INITIAL ONLY ONE OF THE THREE LINES BELOW:**

94 \_\_\_\_\_ I consent to designated agency.

95 \_\_\_\_\_ I consent to multiple representation relationships, but I do not consent to designated agency.

96 \_\_\_\_\_ I reject multiple representation relationships.

97 **NOTE:** You may withdraw your consent to designated agency or to multiple representation relationships by written notice to  
 98 the broker at any time. Your broker is required to disclose to you in your agency agreement the commission or fees that you  
 99 may owe to your broker. If you have any questions about the commission or fees that you may owe based upon the type of  
 100 agency relationship you select with your broker you should ask your broker before signing the agency agreement.

101 ■ **SUBAGENCY:** The broker may, with your authorization in the agency agreement, engage other brokers who assist your broker  
 102 by providing brokerage services for your benefit. A subagent will not put the subagent's own interests ahead of your interests. A  
 103 subagent will not, unless required by law, provide advice or opinions to other parties if doing so is contrary to your interests.

104 **PLEASE REVIEW THIS INFORMATION CAREFULLY. A broker or salesperson can answer your questions about**  
 105 **brokerage services, but if you need legal advice, tax advice, or a professional home inspection, contact an**  
 106 **attorney, tax advisor, or home inspector. This disclosure is required by section 452.135 of the Wisconsin statutes**  
 107 **and is for information only. It is a plain language summary of a broker's duties to you under section 452.133 (2) of**  
 108 **the Wisconsin statutes.**

109 ■ **CONFIDENTIALITY NOTICE TO CLIENTS:** Broker will keep confidential any information given to Broker in  
 110 confidence, or any information obtained by Broker that he or she knows a reasonable person would want to be kept  
 111 confidential, unless the information must be disclosed by law or you authorize Broker to disclose particular information.  
 112 Broker shall continue to keep the information confidential after Broker is no longer providing brokerage services to you.

113 **THE FOLLOWING INFORMATION IS REQUIRED TO BE DISCLOSED BY LAW:**

- 114 1. Material adverse facts, as defined in section 452.01 (5g) of the Wisconsin statutes (See lines 170-173).
- 115 2. Any facts known by the broker that contradict any information included in a written inspection report on the property  
 116 or real estate that is the subject of the transaction. To ensure that the broker is aware of what specific information  
 117 you consider confidential, you may list that information below (See lines 119-120). At a later time, you may also  
 118 provide the broker with other information you consider to be confidential.

119 **CONFIDENTIAL INFORMATION:** Information obtained from the Brown County Board of Supervisors  
 120 designated as being confidential and used in purchase negotiations.

121 **NON-CONFIDENTIAL INFORMATION** (The following may be disclosed by Broker): \_\_\_\_\_

122 \_\_\_\_\_

123 ■ **WAIVER OF CONFIDENTIALITY:** Buyer may wish to authorize Broker to disclose information which might otherwise be  
 124 considered confidential. An example of this type of information might be financial qualification information which may be  
 125 disclosed to strengthen Buyer's offer to purchase/lease proposal in the eyes of prospective sellers/landlords. Broker's  
 126 authorization to disclose may be indicated at lines 121-122. Unless otherwise provided at lines 119-120, Broker has permission  
 127 to disclose Buyer's identity to owner, owner's agents and other third parties without prior consent from Buyer. Buyer  
 128 acknowledges that pursuant to Wisconsin Statute section 706.03(1)(b)(1m) a conveyance, such as an offer to purchase, is not  
 129 binding if it is signed by a representative properly authorized by Buyer (e.g., with a power of attorney) until such time as Buyer  
 130 is identified in the conveyance.

131 ■ **NON-EXCLUSIVE RELATIONSHIP:** Buyer acknowledges and agrees that Broker may act for other buyers in connection  
 132 with the location of properties and may negotiate on behalf of such buyers with the owner or owner's agent. In the event that  
 133 Broker undertakes to represent and act for other buyers, Broker shall not disclose to Buyer, or any other buyer, any confidential  
 134 information of any buyer, unless required by law.

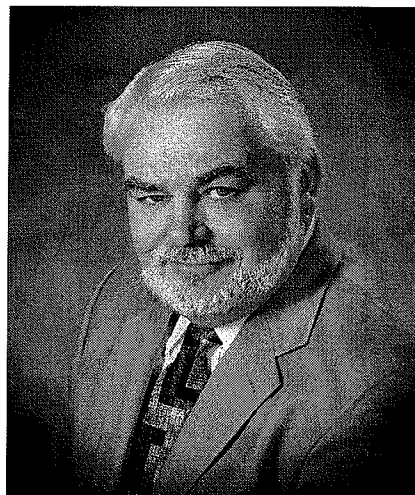
135 ■ **COOPERATION:** Buyer agrees to cooperate with Broker and to provide Broker accurate copies of all relevant records,  
 136 documents and other materials in Buyer's possession or control which are required in connection with the purchase, option,  
 137 exchange or lease of property. Buyer agrees to be reasonably available for showings of properties. Buyer authorizes  
 138 Broker to do those acts reasonably necessary to fulfill Broker's responsibilities under this Agreement including retaining  
 139 subagents. Buyer shall promptly notify Broker in writing of the description of any property Buyer locates. Buyer shall also  
 140 notify Broker of the identity of all persons making inquiries concerning Buyer's objectives stated in this Agreement.

182 ■ **ADDITIONAL PROVISIONS:**183  
184  
185  
186  
187  
188  
189  
190191 ■ **ADDENDA:** The attached Addenda

192 \_\_\_\_\_ is/are made a part of this Agreement.

193 ■ **TERM OF THE AGREEMENT:** From the 19th day of March, 2010  
194 up to and including midnight of the 31st day of March, 2011195 Notwithstanding lines 193-194, Broker and Buyer agree that this Agreement shall/shall not **[STRIKE ONE]** end [if neither  
196 struck, this Agreement shall end] when Buyer procures an interest in property.197 ■ **TERMINATION OF AGREEMENT:** Neither Buyer nor Broker has the legal right to unilaterally terminate this Agreement  
198 absent a material breach of contract by the other party. Buyer understands that the parties to this Agreement are Buyer and the  
199 Broker (firm). Agents (salespersons) for Broker (firm) do not have the authority to terminate this Agreement, amend the  
200 compensation terms or shorten the term of this Agreement, without the written consent of the agent(s)' supervising broker.  
201 Buyer and Broker agree that any termination of this Agreement by either party before the date stated on line 194 shall be  
202 indicated to the other party in writing and shall not be effective until delivered to the other party in accordance with lines  
203 158-163. CAUTION: Early termination of this Agreement may be a breach of contract, causing the terminating party to  
204 potentially be liable for damages.205 ■ **EXTENSION OF AGREEMENT TERM:** The Agreement term is extended for a period of one year as to any property  
206 which during the term of this Agreement was: 1) located or negotiated for by Broker, Broker's agent, Buyer or any person  
207 acting on behalf of Buyer, or 2) which was the subject of a written offer to purchase submitted by Buyer or any person  
208 acting on behalf of Buyer. If this extension is based on Broker's or Broker's agent's location or negotiation, this extension  
209 shall only be effective if a written description of the property is delivered to Buyer no later than three days after expiration  
210 of this Agreement.211 ■ **NOTICE ABOUT SEX OFFENDER REGISTRY:** You may obtain information about the sex offender registry and  
212 persons registered with that registry by contacting the Wisconsin Department of Corrections on the Internet at  
213 <http://www.widocoffenders.org> or by telephone at (608)240-5830.214 ■ **READING/RECEIPT: BY SIGNING BELOW, BUYER ACKNOWLEDGES RECEIPT OF A COPY OF THIS**  
215 **AGREEMENT AND THAT HE/SHE HAS READ ALL FIVE PAGES AS WELL AS ANY ADDENDA AND ANY OTHER**  
216 **DOCUMENTS INCORPORATED INTO THIS AGREEMENT.**217 Dated this 19th day of March, 2010218 (x) Tom Hinz For Brown County WI.  
219 Buyer's Signature ▲ Print Name Here: ▲ Date ▲220 325 E. Walnut St.  
221 Green Bay, WI 54305 920-448-4053  
221 Buyer's Address ▲ Buyer's Phone # ▲222 (920) 448-4054 BC County Executive@co.brown.wi.us  
223 Buyer's Fax # ▲ Buyer's E-Mail Address ▲224 (x) \_\_\_\_\_  
225 Buyer's Signature ▲ Print Name Here: ▲ Date ▲226 \_\_\_\_\_  
227 Buyer's Address ▲ Buyer's Phone # ▲228 \_\_\_\_\_  
229 Buyer's Fax # ▲ Buyer's E-Mail Address ▲230 (x) Joseph Van Deurzen Joseph Van Deurzen Hilgenberg Realty LLC. 03/19/2010  
231 Agent for Broker ▲ Print Name Here: ▲ Broker/Firm Name ▲ Date ▲232 1620 So. Ashland Ave (920) 435-2002  
233 Green Bay, WI 54304 Broker/Firm Address ▲ Broker/Firm Phone # ▲234 (920) 435-4003 www.hilgenbergrealty.com  
235 Broker/Firm Fax # ▲ Broker/Firm E-Mail Address ▲

**QUALIFICATIONS**  
**OF**  
**JOE VAN DEURZEN**



**EXPERIENCE**

---

- Served 4 Years in the U. S. Navy
- Past Police Officer for the City of De Pere
- Partner in Managing a School Bus Company for 14 Years
- Established and Ran a Successful Business for 17 Years
- Wisconsin Real Estate Sales License – Since 2001

**PROFESSIONAL AFFILIATIONS**

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- Member Realtors Association of Northeast Wisconsin [RANW]
- National Association of Realtors [NAR]
- Wisconsin Realtors Association [WRA]

**AWARDS**

---

- 2005 – Hilgenberg Realty Commercial Realtor of the Year
- 2007 – Hilgenberg Realty Commercial Realtor of the Year

April 20, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING THE RECLASSIFICATION OF THE  
DIRECTOR OF ADMINISTRATION POSITION**

WHEREAS, the Director of Administration position is vacant; and

WHEREAS, the current salary range is \$78,899 - \$93,978 in Pay Grade 28 of the Classification & Compensation Plan; and

WHEREAS, after a review of similar Director of Administration positions was completed, to be competitive and attract qualified candidates, it is recommended the position of Director of Administration be reclassified to Pay Grade 32 with a salary range of \$89,853 - \$107,057, effective immediately.

WHEREAS, funds for the additional salary and fringes are available in the 2010 budget; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the position of Director of Administration be reclassified from Pay Grade 28 to Pay Grade 32 of the Classification and Compensation Plan effective immediately.

**2010 Estimated Fiscal Impact Salary & Fringe Benefits**

Director of Administration

Grade 32, Step 7	\$107,075
Grade 28, Step 5	<u>\$ (88,651)</u>

Salary Fiscal Impact	\$ 18,406
Fringe Benefit Fiscal Impact	<u>\$ 3,506</u>

<b>Total Estimated Fiscal Impact</b>	<b><u>\$ 21,912</u></b>
--------------------------------------	-------------------------

Respectfully submitted,  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft by Human Resources and Approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_  
\_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

TO: Executive Committee

FROM: Debbie Klarkowski  
Human Resources

DATE: April 5, 2010

RE: Director of Administration – Salary Recommendation

The Director of Administration position:

- Ensures the County's financial operations conform to pertinent local, state and federal regulations, and provides direction for those operations.
- Coordinates and oversees the planning and work product of the Managers for Finance and Purchasing.
- Works directly with the County Board and Committees, providing leadership and advice concerning overall direction and management of Brown County.

**Minimum Training and Experience Requirements**

Bachelors Degree in business related field, Masters of Business Administration or Public Administration, plus 10 years progressively responsible experience in governmental policy making, finance; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Recommendation:**

A review of similar Director of Administration positions was completed. The survey is attached for the committee's review. Similar positions in the private sector were also reviewed. Based upon the information it is recommended the position of Director of Administration be reclassified from Grade 28 to Grade 32 in the Administrative Compensation Program with a salary range of \$89,853 - \$107,057.

\*Estimated Fiscal Impact attached

COUNTY	POPULATION	COUNTY BUDGET	POSITION TITLE	MIN. SALARY	MAX SALARY	POSITION DESCRIPTION	Min/Max with cost of Living Adjustment**
Brown	245,018	\$307 million	Director of Administration	\$78,899	\$93,978	Financial Operations, budget, purchasing, risk, auditing, bonding (10 yrs exp)	\$78,899 \$93,978

Oconto	37,529		Finance Director	\$62,720	\$76,455	<b>NOT A COMPARISON</b> Directs overall county planning, controlling of county wide financial and accounting functions, budget preparation, internal audits, debt administration requires 3-5 yrs of exp	
Manitowoc	80,641	\$71 Million				<b>NOT A COMPARISON</b> - Do not have a position that handles all these responsibilities.	
Fond Du Lac	99,243	\$118 Million	N/A	\$81,367	\$103,816	<b>NOT A COMPARISON</b> , position is involved in budget, resolutions, legislations, special projects, wellness and negotiations, does not supervisor finance or purchasing	
Sheboygan	114,561	\$ 146 Million	Finance Director	\$87,238	\$115,640	<b>YES COMPARISON</b> , Oversight for financial operations, budget, policy, bonding (5 yrs experience)	\$90,212 \$119,852
Marathon	130,962	\$154 million	Finance Director	\$74,997	\$96,847	<b>YES COMPARISON</b> : Financial management and administration, budgeting, bonding, risk management and insurance, internal auditing (5 yrs experience)	\$82,479 \$106,509
Rock	160,213	\$170 Million	Finance Director	\$88,092	\$107,010	<b>YES COMPARISON</b> , Oversight for accounting, financial, payroll and purchasing services for County depts. Preparation and monitoring of the County's annual budget, audits, monitors debt issuance. (5 yrs experience)	\$88,092 \$107,010
Winnebago	162,111	\$100 million	Finance Director	\$66,566	\$104,286	<b>YES COMPARISON</b> Development and management of all financial and fiscal functions, accounting, budgeting, investments, risk management and internal auditing (5 yrs experience)	\$66,566 \$104,286
Outagamie	174,993	\$147 million	Finance Director	\$86,404	\$108,890	<b>YES COMPARISON</b> ; County Wide financial operations, budget preparation, debt administration and cash management, risk management Position requires (10-15 yrs experience)	\$86,404 \$108,890
Waukesha	380,629	\$227 million	Director of Administration	\$121,888	\$144,843	<b>YES COMPARISON</b> , additional oversight for Facilities, Human resources, and record Management (6 yrs experience)	\$111,870 \$132,938
Dane	482,705	\$490 million	Director of Administration	\$120,521	\$120,521	<b>YES COMPARISON</b> : This position is contracted. Directs and coordinates services including finance, budget, internal audit, payroll, personnel and employee relations, risk mgmt, purchasing, information technology, real estate and facilities mgmt. (5 yrs experience)	\$118,718 \$118,718

## TOTAL SALARY:

TOTAL SALARY **NOT INCLUDING BC**:

\$724,605	\$892,015
\$645,706	\$798,037

AVERAGE SALARY **NOT INCLUDING BC**:

\$92,244	\$114,005
----------	-----------

INCLUDING COST OF LIVING ADJUSTMENT:

\$92,049	\$114,029
----------	-----------

TOTAL SALARY **NOT INCLUDING WAUKESHA**:

(DOES NOT INCLUDE BROWN COUNTY)

MIN	MAX
523,818	\$653,194

MIN	MAX
\$532,471	\$665,265

AVERAGE SALARY **NOT INCLUDING WAUKESHA**:

(DOES NOT INCLUDE BROWN COUNTY)

\$87,303	\$108,866
----------	-----------

\$88,745	\$110,878
----------	-----------

\* Total salary excludes non-comparable positions



2010 Estimated Fiscal Impact Calculation  
Director of Administration

Grade 32, Step 7	\$ 107,057.00	
Grade 28, Step 5	<u>\$ (88,651.00)</u>	
Salary Fiscal Impact:		\$ 18,406.00

FICA	\$ 1,408.00	
WRS	\$ 1,951.00	
W/C	<u>\$ 147.00</u>	

Fringe Benefit Fiscal Impact:		\$ 3,506.00
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<b>Total Fiscal Impact:</b>		<u><u>\$ 21,912.00</u></u>
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April 21, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO APPROVE HIRING "BOND COUNSEL"

WHEREAS, in 2010 the County may issue and sell bonds to take advantage of the "Build America Bonds" and Economic Recovery Zone bond programs of the United States government; and

WHEREAS, to issue and sell municipal bonds, it is essential to retain legal counsel to assist in the issuance of the bonds and to render a credible opinion on the legality of the bonds issued; and

WHEREAS, Sec. 2.03 (3)(e) of the Brown County Code of Ordinances requires approval of all contracts for legal services by the County Board of Supervisors; and

WHEREAS, the firm of Whyte, Hirschboeck, Dudek, S.C. has provided "bond counsel" services to the County in the recent past and is now estimating it can provide "bond counsel" in 2010 at an estimated cost between \$20,000 - \$25,000 dollars.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors  
that:

1. The request to retain "bond counsel", if needed, is approved.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Fiscal Impact: Unknown

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

April 21, 2010

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$21,265,000 CORPORATE PURPOSE GENERAL OBLIGATION BONDS OF  
BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE  
TIMES

Initial Resolution Authorizing  
General Obligation Bonds  
In an Amount Not to Exceed  
\$643,200

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$643,200 for the purpose of paying the cost of building system upgrades, courthouse complex wiring infrastructure upgrades and solar hot water project.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such building system upgrades shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

General Obligation Bonds  
In an Amount Not to Exceed  
\$9,040,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$9,040,000 for the purpose of paying the cost of highway improvements including CTH "EA" (Cottage Road), CTH "GV", CTH "JJ", CTH "U", CTH "F", CTH "J" (Riverdale Drive), CTH "G" (Dickinson Road), and CTH "S".

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing  
General Obligation Bonds  
In an Amount Not to Exceed  
\$10,700,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$10,700,000 for the purpose of paying the costs of upgrading the emergency communications (911) system, including CAD upgrade and Radio – Phase II.

Initial Resolution Authorizing  
General Obligation Bonds  
In an Amount Not to Exceed  
\$881,800

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$881,800 for the purpose of paying the costs of installing, configuring and implementing a law records management system.

Reimbursement Resolution

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amounts for each of such projects become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: April 21, 2010

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS  
EXECUTIVE COMMITTEE  
ADMINISTRATION COMMITTEE  
PUBLIC SAFETY COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

APPROVED BY:

Thomas J. Hinz  
Brown County Executive

Date Signed:

DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

March 15, 2010

TO: Administration Committee  
Bill Dowell, Facilities Director

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: 2010 Bond Resolution

Attached is the 2010 Bond Resolution. This resolution encompasses all capital projects included in the 2010 Adopted Budget (see pages 307 – 309). The resolution includes projects for the Facilities Department as follows:

Project	Bond Amount
Building Systems Upgrade	
Courthouse/Annex roof structure	\$300,000
Fonferek Glen roadway and parking lot	
Courthouse complex wiring	\$200,000
Solar hot water project (\$114,600 from grants)	\$143,200
TOTAL	\$643,200

This resolution requires approval by the County Board. If approved, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The schedule is to open bond bids and present the bids at the June 16, 2010 County Board meeting for the borrowing approval.

If you have any specific questions, please feel free to contact my office at 448-4035.

Cc: Tom Hinz, County Executive



DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

March 15, 2010

TO: Planning, Development & Transportation Committee  
Brian Lamers, Highway Commissioner

FROM: Lynn A. Vanden Langenberg, *LM* Director of Administration

SUBJECT: 2010 Bond Resolution

Attached is the 2010 Bond Resolution. This resolution encompasses all capital projects included in the 2010 Adopted Budget (see pages 310 – 325). The resolution includes projects for the Brown County Highway improvements as follows:

Highway	Bond Amount
Highway EA/Cottage Road Reconstruction (match by Bellevue)	\$1,500,000
Highway GV Reconstruction (match by Bellevue & Ledgeview)	\$2,300,000
Highway JJ Reconstruction (match by Bellevue)	\$300,000
Highway U Reconditioning	\$450,000
Highway F Reconditioning	\$1,070,000
Highway J/Riverdale Drive Reconditioning	\$1,700,000
Highway G/Dickinson Road Reconditioning	\$1,260,000
Highway S Reconditioning	\$460,000
TOTAL	\$9,040,000

This resolution requires approval by the County Board. If approved, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The schedule is to open bond bids and present the bids at the June 16, 2010 County Board meeting for the borrowing approval.

If you have any specific questions, please feel free to contact my office at 448-4035.

Cc: Tom Hinz, County Executive



DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

March 15, 2010

TO: Public Safety Committee  
Dennis Kocken, Sheriff  
Shelley Nackers, Public Safety Communications

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: 2010 Bond Resolution

Attached is the 2010 Bond Resolution. This resolution encompasses all capital projects included in the 2010 Adopted Budget. The resolution pertaining to Public Safety Committee includes projects for the Communications Department (page 318) and Sheriff Department (page 319) as follows:

Project	Bond Amount
Public Safety Communications - Radio Interoperability two-way radio system – Phase II	\$10,700,000
Sheriff Department – Law Records Management System (LRMS)	\$881,800

This resolution requires approval by the County Board. If approved, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The schedule is to open bond bids and present the bids at the June 16, 2010 County Board meeting for the borrowing approval.

If you have any specific questions, please feel free to contact my office at 448-4035.

Cc: Tom Hinz, County Executive

